Government Section

File

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....37)

APO 500
4 May 1946

TOP SECRET CONTROL OFFICERS

Under the provisions of paragraph 27 b, AR 380-5, 6 March 1946, Top Secret Control Officers are appointed for staff sections as indicated below:

OFFICE OF THE COMMANDER-IN-CHIEF

COL LAURENCE E. BUNKER
COL HERBERT B. WHEELER
CWO VIRGIL H. LEWIS

OFFICE OF THE CHIEF OF STAFF AND SECRETARY, GENERAL STAFF

COL LE GRANDE A. DILLER
COL SIDNEY L. HUFF
COL DAVID LARR
CWO WILLIAM F. CULPEPPER
WOJG HENRY A. CHRISTOPHER

SECRETARIAT, ALLIED COUNCIL FOR JAPAN

COL BONNER F. FELLERS
COL JOHN W. HAMMOND

G-1

BRIG GEN MATTHEW J. GUNNER
COL RICHARD R. COURSEY
COL CHARLES G. DUNN
COL WALTER F. ELLIS
COL GEORGE H. FORST
COL ROBERT HACKETT
COL GEORGE W. HICKMAN JR
LT COL PAUL S. CULLEN
LT COL SETH F. HUDGINS
LT COL CLARENCE T. MARSH
LT COL ROBERT B. SULLIVAN
MAJ HOWARD C. AYLESWORTH

G-2

COL HARRY I. T. CRESWELL
COL RUSSELL G. DUFF
COL WARREN H. HOOVER
COL COLLIN S. MYERS
COL HOWARD E. PULLIAM
COL WALTER B. PUTNAM
COL ARCHIBALD W. STUART
LT COL BAZIL L. BAKER
LT COL FRANK O. BLAKE
LT COL OMAR D. BROWN
LT COL THOMAS P. DAVIS
LT COL GERALD GRIFFIN
LT COL PAUL A. HURST
LT COL RAY E. PHELPS
LT COL JAMES W. ROBBINS
LT COL PAUL F. RUSCH
LT COL JOHN B. SCHINDEL
MAJ JOHN E. ARTHUR, JR
MAJ CHARLES F. GILLIS
MAJ THOMAS C. SHEEHAN
CAPT RODNEY FITZSIMONS
CAPT JOHN A. SCHULTZ
1ST LT HORACE R. LAUGHLIN
1ST LT FRANCES C. NIELSEN

G-3

COL FRANK S. HENRY
LT COL BENJAMIN L. ANDERSON
LT COL EDWARD O'DONOHUE
WOJG ELTON L. HAASE

RESTRICTED

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(SM 37)

G-4

BRIG GEN ROY C. L. GRAHAM
COL WEBSTER ANDERSON
COL ALFRED ASHMAN
COL STEPHEN E. BULLOCK
COL GUNNARD W. CARLSON
COL EDWARD B. GALLANT
COL WILLIAM J. GLASGOW, JR
COL CHARLES R. HUTCHISON
COL ERNEST W. KEATING
COL CHARLES A. KENGLA
COL JOSEPH A. MCNERNEY
COL ROGER W. MOORE
COL LINDLEY A. PENNYPACKER
COL DONALD A. POORMAN
COL STATEN E. RILL
COL JOHN D. STEVENS
LT COL WILLIAM B. HAWTHORNE
LT COL MAURICE B. GULLION
LT COL LESLIE R. IRELAND
LT COL HARRY J. NELSON
COMDR ALBERT F. RYAN
MAJ ROE A. GRAY
MAJ JAMES W. REED
CAPT GEORGE T. CHILDERS
CAPT ALBERT E. GRAHAM
CAPT DOROTHY E. WOLFE
1ST LT ALVIN A. MENDONSA
2D LT STANLEY E. CHARM
2D LT RICHARD D. RIVER
WOJG FRANCIS T. JOYCE

ADJUTANT GENERAL'S OFFICE

BRIG GEN BURDETTE M. FITCH
COL CHARLES J. BARRY, JR
COL JOHN B. COOLEY
COL JOSEPH S. HARBISON
COL WILLIE C. MCMILLION
LT COL BENJAMIN D. CULLETON
LT COL JOHN H. LOWELL
LT COL JAMES E. MANGUM
LT COL JOHN W. MANN
LT COL JOSEPH R. MARTZ
LT COL ARTHUR E. O'LEARY
LT COL KENNETH H. OWENS
LT COL CLARENCE E. SHEEN
MAJ WILLIAM W. ALLEN

ADJUTANT GENERAL'S OFFICE (CONT'D)

MAJ JOHN J. BAUER
MAJ GLENN L. CLINEBELL
MAJ LEWIS C. COLEMAN, JR
MAJ BEUFORD C. KIRKHAM
MAJ MARSHALL J. PUJO
MAJ MAURICE M. RADCLIFFE
MAJ AUGUST J. REHE
MAJ JOHN P. RICHARDS
MAJ GILBERT THOMPSON
CAPT VICTOR W. ALAND
CAPT RICHARD E. BOLES
CAPT PHILIP M. CATCHINGS
CAPT WINIFRED CONWAY
CAPT JOHN A. DALY
CAPT RICHARD E. GUTHRIE
CAPT TERENCE W. HUCK
CAPT BRODIE E. KEISLER
CAPT WILLIAM G. KENSINGER
CAPT JOHN P. LABORDE
CAPT BONNIE SMITH
CAPT BERTRAM B. SMITH
1ST LT VICTOR W. DIEDIKER
1ST LT ROBERT J. FIKEJS
1ST LT WILMOT H. FITZGERALD
1ST LT PAUL G. FLEEMAN
1ST LT KENNETH W. GEIWITZ
1ST LT ROY A. HATHAWAY
1ST LT WILLIAM P. MCCLURE
1ST LT EARLE H. SWAIN
1ST LT JOHN H. WALLIS
2D LT MARTIN L. BARTLING, JR
2D LT CHARLES M. BERKEY
2D LT WILLIAM I. FOX
2D LT ARTHUR G. HAMILTON, JR
2D LT CHARLES B. PARKER
CWO H. R. COLLIER
CWO EDWIN E. FULK
CWO JAMES B. INGRAM
CWO THOMAS E. PERRY
CWO LANGAN E. SHEA
CWO RORIE W. SMITH
CWO JAMES C. SNOWDEN
CWO CLYDE W. WILLIAMS
CWO ROBERT C. ZELLER
WOJG JOSEPH T. HART
WOJG SHERMAN M. MOYER

ANTIAIRCRAFT OFFICER

MAJ GEN WILLIAM F. MARQUAT
LT COL RICHARD T. CASSIDY
LT COL ROBERT C. LESLIE
WOJG JOHN H. CASSIDY

ALLIED TRANSLATOR AND INTERPRETER SERVICE

COL ISAAC G. WALKER
LT COL LEROY W. AUSTIN
2D LT PAUL A KOHL

CHIEF CHAPLAIN

MAJ JOHN C. RADLINSKI

CHEMICAL WARFARE SECTION

COL GEOFFREY MARSHALL
LT COL JOHN E. BEEBE, JR
LT COL JOHN W. FITZPATRICK
MAJ LEON A. KIEF
MAJ RUSSELL M. TEGNELL

OFFICE OF CIVILIAN PERSONNEL

LT COL LAWRENCE G. ALEXANDER, JR
CAPT RALPH M. KEARNEY

CIVIL COMMUNICATIONS SECTION

1ST LT WILLIS D. LAMSON

CIVIL PROPERTY CUSTODIAN

BRIG GEN PATRICK H. TANSEY
LT COL FRANKLIN R. SIBERT
CAPT ROBERT N. GINSBURGH
1ST LT HOWARD I. STEIN

ECONOMIC AND SCIENTIFIC SECTION

MAJ GEN WILLIAM F. MARQUAT
COL WILLIAM T. RYDER
LT COL HERSCHEL M. COLBERT
SHERWOOD M. FINE (CIV)

ECONOMIC AND SCIENTIFIC SECTION (CONTD)

VALENTINE DE SANTA (CIV)

FISCAL DIRECTOR

COL HAROLD S. RUTH
MAJ JOHN D. MOTZ
MAJ GORDON D. OSBORN
1ST LT ALBERT E. SINKS
1ST LT ANTHONY J. TURIANO

GENERAL ACCOUNTING SECTION

LT COL EMMANUEL FRANKLIN
CAPT JOHN B. BAUMERT
CAPT R. VELMORE COX
1ST LT ROBERT C. MELSON

GENERAL PROCUREMENT AGENT

COL WALTER G. DONALD
MAJ JONATHAN L. JOHNSON

GOVERNMENT SECTION

BRIG GEN COURTNEY WHITNEY
COL HENRY E. ROBISON
LT COL TOM Y. HORTON
CAPT CAROLINE LLOYD-JONES

OFFICE OF THE CHIEF ENGINEER

MAJ GEN HUGH J. CASEY
BRIG GEN HERBERT B. LOPER
LT COL KARL F. EKLUND
MAJ SAMUEL GRAY IV
1ST LT LOUIS A. MILLER

HEADQUARTERS COMMANDANT

COL REYNOLDS CONDON
COL ROBERT P. THOMPSON
LT COL NORMAN R. WALKER
1ST LT HOWARD M. BALDRIGE, JR

INFORMATION AND EDUCATION SECTION

LT COL CARROLL F. E. NEILSON
CAPT CYRIL M. FROL

CIVIL INFORMATION AND EDUCATION SECTION

CAPT THOMAS B. POWELL

INSPECTOR GENERAL

COL HOMER P. DITTEMORE
COL EDWARD J. DWAN
CAPT RALPH H. MENGEL, II

INTERNATIONAL PROSECUTION SECTION

COL THOMAS H. MORROW
LT COL THEODORE GOULSBY
CAPT LUKE LEA, JR
2D LT MARION R. LAWTON

THEATER JUDGE ADVOCATE

COL SAMUEL F. COHN
MAJ HART SNYDER
CWO MILTON L. O'DEA

LEGAL SECTION

COL ALVA C. CARPENTER
LT COL THEODORE R. C. KING
LT COL FRANK E. MEEK
MAJ WILLIAM HOISINGER
CAPT AGNES A. MASHIDLAUSKY
1ST LT EDMUND M. SWEENEY

NATURAL RESOURCES SECTION

LT COL HUBERT G. SCHENCK
LT COL HEINZ WEISEMANN
MAJ LAKENAN C. BARNES
MAJ MATILDA PFLAUMER
CAPT DAVID I. WALSH

OFFICE OF THE CHIEF ORDNANCE OFFICER

COL JOHN W. CAVE
COL JAMES W. FREEMAN
LT COL JEAN E. ENGLER

OFFICE OF THE CHIEF ORDNANCE OFFICER (CONT'D)

LT COL OSCAR G. KREISER
LT COL AYRES W. STODDARD
LT COL EDWARD G. UHL

OFFICE OF CHIEF QUARTERMASTER

BRIG GEN WILLIAM F. CAMPBELL
COL WILLIAM E. BARKSDALE
LT COL ANDY D. YATES
MAJ HAROLD O. BRUCE
CAPT WALTER A. FISHER

CHIEF PROVOST MARSHAL

MAJ WALTER A. LUSZKI
1ST LT BARNEY L. GARDNER
1ST LT THOMAS F. JOHNSON, JR

PUBLIC HEALTH AND WELFARE SECTION

COL CRAWFORD F. SAMS
COL JOSEPH U. WEAVER
CAPT GEORGE F. POLLOCK

PUBLIC RELATIONS OFFICE

1ST LT CHARLES J. ROBERTS

OFFICE OF THE CHIEF SIGNAL OFFICER

BRIG GEN SPENCER B. AKIN
COL GILBERT HAYDEN
LT COL CHARLES F. FELL
LT COL ROBERT E. KIMBALL
LT COL JAMES M. KIMBROUGH, JR
MAJ THOMAS L. MEADE
CAPT CASIMIR J. AKSOMAITIS
CAPT CLARENCE S. FLEMING
CAPT STANLEY A. KRETLOW
CAPT JOHN A. PETERSON

CHIEF OF SPECIAL SERVICE

COL ROGER W. GOLDSMITH
COL WILLIAM S. MORRIS
LT COL HAL P. COSTOLO

(SM 37)

STATISTICAL AND REPORTS SECTION

MAJ LADIMIR S. ADAMSKI
ROLAND A. MULHAUSER (CIV)

OFFICE OF THE CHIEF SURGEON

COL HOWARD F. CURRIE
MAJ FREDERICK H. GIBBS
MAJ HILLAS B. BROCKETT

GENERAL SECRETARY, ALLIED MILITARY TRIBUNAL, FAR EAST

COL VERN WALBRIDGE
LT COL GEORGE W. HANLEY

GENERAL SECRETARY, ALLIED MILITARY TRIBUNAL, FAR EAST (CONT'D)

CAPT ROLAND J. SCHWARTZ

ARMY EXCHANGE CENTRAL PURCHASING OFFICE

CAPT JAMES F. WOOD, JR

DIPLOMATIC SECTION

MAX W. BISHOP (CIV)
GLEN BRUNER (CIV)
JOHN W. BURNETT (CIV)
WILLIAM J. SEBALD (CIV)

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

Gen Sec

HBF

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO..... 36)

APO 500
3 May 1946

WEARING OF THE SERVICE UNIFORM

1. Effective 20 May 1946, Staff Memorandum 8, General Headquarters, United States Army Forces, Pacific (Advance Echelon), 8 October 1945, subject as above, is rescinded.

2. Effective 20 May 1946, the summer service uniform (AR 600-35) is prescribed for military personnel on duty at this headquarters.

3. In the wearing of the uniform, AR 600-40, as amended, applies. When not in formation:

a. Cap, garrison or service, is optional.

b. Neckties will not be worn during duty hours. Off duty the necktie is optional.

c. Boots, combat, may be worn with trousers tucked in.

d. Jacket, field, is optional.

e. Wearing of insignia and chevrons of grade is mandatory. Wearing of service ribbons and service stripes on the shirt is optional. When available, shoulder patches will be worn on the shirt.

4. Civilian employees authorized to wear the service uniform under the provisions of Circular 16, General Headquarters, United States Army Forces, Pacific, 10 March 1946, and CPPR 7, 30 April 1946, will conform to above instructions.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....35)

APO 500
2 May 1946

REQUESTS FOR AIR PRIORITIES

1. TRANS-PACIFIC

a. All requests for trans-Pacific air priorities for air travel on Army Transport Command lines between Tokyo and United States, Shanghai, Guam, or Hawaii will be submitted to the G-4 Section.

b. Requests for air priorities for travel originating in the Tokyo area will be processed as follows:

(1) When travel orders are to be issued by the Adjutant General, GHQ Form TPA-1 in duplicate (Inclosure No. 1) will be submitted by the Adjutant General to G-4 where the priority will be established for inclusion in the orders.
(2) Requests for priorities for individuals already possessing competent orders for air travel will be submitted on GHQ Form TPA-1 in triplicate. Part I of this form will be completed by the agency or staff section concerned and one copy of the orders will be attached thereto.

c. G-4 will issue air priorities for all trans-Pacific traffic originating in the United States and destined for Tokyo. Staff sections or other interested agencies, when requesting air shipments from procurement agencies in the United States, should leave a blank space of two lines in the radio or stencils in order that G-4 may insert the air priority. On all such radios the following information addressees will be included:

ATC Gravelly Point, Va.
HAMPAC
HICPAC
GUMPAC

When radios or stencils are prepared and submitted to G-4 for insertion of air priorities for personnel, they will be accompanied by GHQ Form TPA-1 (Inclosure No. 1) in duplicate with Part I completed by the agency concerned. Radios pertaining to cargo shipments will be accompanied by GHQ Form TPA-2 (Inclosure No. 2) in duplicate with Part I completed.

d. Requests for priorities for revenue traffic will be made on ATC Form PT 42-A (Inclosure No. 3).

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2. Air priorities for travel from Tokyo to Manila, Okinawa, or Korea are established by the GHQ Priorities Officer located in the lobby of the ATC City Ticket Office, Taisho Insurance Building. Requests for these priorities will be submitted to that office.

3. Requests for priority for air travel of individuals will not be submitted until proper clearances for such travel have been obtained through G-1. The securing of clearances for travel to or from other theaters, including the Zone of Interior, is the responsibility of the interested staff section or other agency concerned. Procedure to be followed is outlined in Staff Memorandum No. 32, dated 25 April 1946.

4. Forms listed as inclosures may be obtained from AG (Publications Division) or G-4 (Transportation Division).

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

3 Incls:
Incl 1 - GHQ Form TPA-1.
Incl 2 - GHQ Form TPA-2
Incl 3 - ATC PT-42-A

GHQ Forms TPA-1(9 Dec 45)
(Part 1)

UNITED STATES ARMY FORCES, PACIFIC
PERSONNEL AIR SHIPMENT
PRIORITY CLEARANCE

.....
(Date)

1.....
Surname First Name M. I. ASN Rank Ord Allied Component

2. Weight -- Personal.....Baggage.....Total.....

3. For travel from.....to.....

4. Full particulars justifying priority.....

.....

.....

5. Class.....priority requested on or after.....

.....
Signature

.....
Rank and Org.

.....
Designated representative of

GHQ Form TPA-1 (9 Dec 45)
(Part II)

UNITED STATES ARMY FORCES, PACIFIC
GHQ PRIORITY CERTIFICATE

.....
(Date)

1. Class....priority is cleared for air travel after.....
(Date)

2. This priority certificate will be referred to by the following identifying number.....

.....
(Signature)

.....
(Name and Rank)

.....
(R. O. Station)

AG-SAD/1055

GHQ G-4 Form T[redacted] (1 Nov 45) [redacted]
(Part I)

UNITED STATES ARMY FORCES, PACIFIC
CARGO AIR SHIPMENT REQUEST

_____
(Date)

1. _____ _____
(Weight) (Description of Cargo)

_____

2. Shipment - From:_____To:_____

3. Full particulars justifying need of priority_____

_____

4. Cargo will be ready for shipment by: _____

5. Consignee: _____

6. Consigner: _____

7. Class_____priority desired.

_____
(Signature)

_____
(Rank and Org.)

_____
(Designated representative)

GHQ G-4 Form TPA-2 (1 Nov 45)

UNITED STATES ARMY FORCES, PACIFIC
GHQ PRIORITY CERTIFICATE

_____
(Date)

1. Class_____priority is cleared for air travel on or after

_____.

2. This priority certificate will be referred to by following identifying number. _____

_____
(Signature)

_____
(Rank)

_____
(R.O. Station)

AG-GAD/1057

ATC-PT-42A
APPROVED 1 JAN. 1945

U.S. AAF AIR TRANSPORT COMMAND
U.S. NAVAL AIR TRANSPORT SERVICE
PRIORITY CERTIFICATE

PART I

A-PASSENGER INFORMATION

NAME _____ DATE AVAILABLE FOR MOVEMENT _____

LOCAL ADDRESS _____ TELEPHONE _____

PERMANENT ADDRESS _____ TELEPHONE _____

PERSON TO BE NOTIFIED IN EMERGENCY _____

ADDRESS _____ TELEPHONE _____

B-CARGO INFORMATION

DESCRIPTION OF CARGO (Name of Commodity, Type, etc.) _____

_____ EST. WT. FOR SHIPMENT _____ LBS.

IDENTIFYING MARKS OR NUMBERS _____

SHIPPER _____

ADDRESS _____ TELEPHONE _____

AVAILABLE ON _____ (Date) AT _____ (Location)

ADDRESS _____ TELEPHONE _____

CONSIGNEE _____

ADDRESS _____

PART II CERTIFICATE OF U.S.STATE [OR ARMY OR NAVY WHEN ACTING FOR STATE] [TO BE FILLED IN BY U.S.STATE, OR ARMY, OR NAVY]

A-DATE _____

B-STATEMENT OF URGENCY (Including date required at destination) _____

C-THE TRANSPORTATION REQUESTED IS OF SUCH IMPORTANCE AS TO JUSTIFY TRAVEL BY AIR, AND

D-THE TRANSPORTATION REQUESTED IS IN THE NATIONAL INTEREST OF THE UNITED STATES BECAUSE SUCH TRANSPORTATION WILL CONTRIBUTE

(X) CHECK ONE BOX ONLY

(x) ☐ Directly or indirectly to the war effort; or

(x) ☐ To relief or rehabilitation activities in areas affected by the war; or

(x) ☐ To the resumption of economic or other activities disrupted by the war that are necessary for the prompt re-establishment of peacetime conditions.

E-TRANSPORTATION IN TIME TO ACCOMPLISH THE MISSION FOR NON WAR EFFORT TRAFFIC IS NOT AVAILABLE BY U.S. CIVIL AIR CARRIER.

F-MAKE CONTACT THROUGH _____

THE UNDERSIGNED CERTIFIES THE ABOVE STATEMENTS ARE CORRECT WITH RESPECT TO THE TRAFFIC DESCRIBED IN PART I HEREOF

NAME AND SIGNATURE _____ TITLE _____ U.S. STATE / U.S. ARMY / U.S. NAVY [CROSS OUT TWO]

PART III CERTIFICATION FOR NON MILITARY LEND LEASE TRAFFIC (TO BE FILLED IN BY U.S. STATE)

The charges for the transportation described in Part I hereof are certified under the authority of the Foreign Economic Administration to be chargeable to cash reimbursable - non military credit (cross out phrase not applicable) Lend Lease for the account of _____ (name of Lend Lease Government), which has applied for Lend Lease Aid, and this transportation will contribute directly or indirectly to the war effort.

NAME AND SIGNATURE _____ TITLE _____ U.S. STATE

AG-SAD/1054

PART IV PRIORITY APPROVAL (TO BE FILLED IN BY OFFICER ASSIGNING PRIORITY)

A—PRIORITY IDENTIFICATION _____ DATE _____

CONFIRMED TO _____ OF _____ AND COORDINATED WITH _____

AUTHORIZED BAGGAGE OR CARGO WEIGHT _____ NUMBER OF PIECES (For Cargo) _____

FROM _____ TO _____

WITH STOPOVERS AT _____, _____, _____

B—AUTHORITY FOR THE TRANSPORTATION OF TRAFFIC DESCRIBED IN PART I HEREOF, CERTIFIED FOR PRIORITY, HAS BEEN AUTHORIZED BY A COMPETENT U.S. OR ALLIED MILITARY AUTHORITY, AND SUCH AUTHORIZATION (DOES DOES-NOT)(x) REQUIRE THAT PAYMENT OF CHARGES FOR SUCH TRANSPORTATION BE MADE(xx)

(x) CROSS OUT PHRASE NOT APPLICABLE.
(xx) CROSS THIS PARAGRAPH OUT IF THE TRAFFIC IS NOT BEING TRANSPORTED UNDER ORDERS ISSUED BY A COMPETENT U.S. OR ALLIED MILITARY AUTHORITY.

NAME & SIGNATURE _____ RANK _____ TITLE _____

ORGANIZATION _____ LOCATION _____

FOR USE BY OFFICER ISSUING TICKET, AIRWAYBILL, OR G.B.L.

CHECK ONE

U.S. ARMY, NAVY, OR O.S.S.	U.S. GOV'T. AGENCY	CASH	LEND-LEASE

DATE RECEIVED	DATE MOVED	WEIGHT	NUMBER PIECES	TICKET, AIRWAYBILL (For A.T.C.) OR G.B.L. (For M.A.T.S.)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1944—O-622882

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....34)

APO 500
30 April 1946

WAR TROPHIES

1. Staff Memorandum 12, 4 March 1946 is rescinded.

2. Basic War Department policy for the types of War Trophies which may be retained and returned to the United States by military and civilian personnel serving with the United States Army overseas is contained in War Department Circulars 155 and 267, 1945 and War Department Circular 107, 1946.

3. Effective immediately the following policy will govern the mailing or carrying of War Trophies of any or all kinds to the United States by individuals of this Headquarters:

a. All captured enemy material and any other articles acquired or brought or shipped to the United States in violation of War Department Circular 107, 1946 will be confiscated. War Trophies mailed to the United States in a package bearing a postmark after 1 May 1946 will be confiscated.

b. War Trophies arriving in the United States after 1 May 1946 in the possession of individuals will be confiscated except as follows:

(1) One firearm, of a type barred from the mails, per member of the Armed Forces when accompanied by a certificate stating that possessor was in the theater prior to V-J day. Note: For a complete description of firearms barred from the mails see paragraph 5, Section VI, War Department Circular 155, 1945.

(2) One Samurai sword, in addition to the one firearm allowed in (1) above, per member of the Armed Forces when accompanied by a certificate stating that possessor was in the theater prior to V-J day.

c. Certificate as prescribed in paragraph 2, Section IV, War Department Circular 107, 1946 must accompany personnel returning War Trophies as listed in paragraph b above.

d. Swords, knives and other cutlery will not be included in duffle bags, barracks bags, flying bags, bedding rolls, trunk lockers, hand baggage, wardrobe trunks, packages or other containers shipped to the

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(SM 34)

United States unless they are sheathed or suitably protected so that no sharp edges or points are exposed. This is to prevent risk to life and property in transit.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....33)

APO 500
26 April 1946

SIGSALY AND SIGTOT CONFERENCE SERVICE

1. Telephone and teletype conference service with adequate security for TOP SECRET communication is available from this headquarters to the following points:

a. Teletype (SIGTOT) conference service.

(1) Headquarters, United States Army Forces, Western Pacific, Manila.
(2) Headquarters, United States Army Forces, Middle Pacific, Hawaii.
(3) War Department, Washington, D. C.
(4) San Francisco Port of Embarkation.

b. Telephone (SIGSALY) conference service:

(1) War Department, Washington, D. C.
(2) San Francisco Port of Embarkation
(3) Headquarters, United States Army Forces, Western Pacific, Manila.
(4) Headquarters, United States Army Forces, Middle Pacific, Hawaii.

2. Inquiries regarding conference services available to other points should be addressed to the TELECON Officer, General Headquarters Message Center, Room 337 Dai Ichi Building (Telephone 2-2330 AFPAC Exchange).

3. The following are authorized to make requests for teletype or telephone conferences:

a. The Chief of Staff, Deputy Chief of Staff, his Assistant or Executive.

b. The Chief of a General Staff Section or his executive officer.

c. The Head of a Special Staff Section or his executive officer.

RESTRICTED

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4. Requests from headquarters listed in paragraph 1, for teletype or telephone conferences with officers of this headquarters will be referred to the appropriate official (paragraph 2) for concurrence before completing arrangements.

5. The teletype (SIGTOT) conference room is Room 312, 3rd Floor, Dai Ichi Building. The telephone conference (SIGSALY) room is aboard a barge tied up at the General Headquarters Radio Receiver Area, TSUKI SHIMA, approximately 2 miles from the Dai Ichi Building.

6. Conferences may be arranged by calling 2-2330 (AFPAC Exchange) at any hour. When possible, requests should be made 24 hours in advance of desired conference time. Each request should include the following information:

a. Subject of conference, including references to pertinent communications if available, security classification and estimated duration of conference.

b. Date and hour at which conference is desired. Specification of a satisfactory alternate time is desirable.

c. The headquarters and staff section with which conference is desired. Inclusion of specific individuals is desirable.

d. Name, staff section and telephone number of officer requesting the conference, and names of officers from staff sections concerned who will attend the conference.

7. If conferees at the called headquarters are not available at the hour requested, a time at which they will be available will be determined and an alternate time will be arranged with the officer requesting the conference.

8. When possible, for a teletype conference, lists of questions or subjects to be discussed in the conference, and preliminary information to be passed between conferees, will be delivered to the TELECON Officer, General Headquarters Message Center, Room 337, Dai Ichi Building, at least four hours in advance of the conference. This information may then be prepared for immediate high-speed transmission at the opening of the conference.

9. Staff Memorandum 8, General Headquarters, United States Army Forces, Pacific, 1 July 1945, subject: "SIGSALY and SIGTOT Conference Service", and Staff Memorandum 9, General Headquarters, United States

Army Forces, Pacific (Advanced Echelon), 18 October 1945, subject: "SIGSALY and SIGTOT Conference Service", are rescinded.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

Govt Sec

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

2 Inf Div

File

AG 300.6 (25 April 1946)GA

APO 500
25 April 1946

STAFF MEMORANDUM)
:
NO.....32)

CLEARANCE TO CHINA THEATER

1. There have been several instances in recent weeks of personnel assigned to this Headquarters entering the China theater without clearance.

2. All military or civilian personnel on duty with General Headquarters, Supreme Commander for the Allied Powers, and General Headquarters, United States Army Forces, Pacific, who are required to enter the China theater on temporary duty must receive clearance prior to entry.

3. a. Requests for clearance will be prepared in the form of a radio addressed to the Commanding General, China (To Commanding General, United States Army Forces, China, after 1 May 1946) and will contain the following:

(1) Names of individuals for whom clearance is requested.
(2) Reasons necessitating travel to the China theater.
(3) The length of time to be spent in that theater.
(4) The place or places to be visited.
(5) Estimated time of arrival China theater.

b. All requests will be routed through the office of the Assistant Chief of Staff, G-1, for approval and to the Adjutant General for signature and dispatch.

4. The number of personnel for whom clearance is requested and the length of the period of temporary duty should be held to the minimum considered necessary to accomplish the mission. Individuals will be sent to the China theater only in cases of unquestionable necessity.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....30)

APO 500
15 April 1946

CONFERENCES IN TOKYO

1. Because of the extreme shortage of billeting facilities in Tokyo it will be necessary, until further notice, to keep to a minimum transient personnel who may be ordered into Tokyo for periods requiring billeting.

2. Section Chiefs or other responsible persons desiring to have personnel come to Tokyo for conferences or for other reasons will first ascertain from the Headquarters Commandant as far in advance as is practicable whether or not billeting facilities will be available for the period of such temporary duty. In the event the Headquarters Commandant indicates that suitable billets will not be available for the desired period and if the nature of the proposed visit is so urgent as to make its postponement impractical, a request from the initiating agency stating the reasons for the visit and the urgency involved will be forwarded to the Assistant Chief of Staff, G-1, for decision.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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1-813

File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....29)

APO 500
12 April 1946

ARMY OF OCCUPATION MEDAL

1. Secretary of War has approved establishment of Army of Occupation Medal for presentation under the following conditions:

a. Individuals must be assigned or permanently attached to and present for duty with Army of Occupation in Japan and/or Korea for 30 consecutive days after 2 September 1945, terminal date to be fixed later. Japan defined as Hokkaido, Honshu, Shikoku, Kyushu, surrounding small islands, Ryukyus, and Bonins.

b. Individuals assigned or attached to and present for duty with units which, although not physically present within above areas, have been designated in War Department general orders as a part of the Army of Occupation of Japan and/or Korea will be eligible provided requirements of paragraphs a, c, and d are satisfied.

c. Services performed between 3 September 1945 and 2 March 1946 both dates inclusive with Army of Occupation of Japan and/or Korea will be counted only if Asiatic-Pacific Campaign Medal has been awarded for services prior to 3 September 1945.

d. Service on temporary duty, in a passenger status, or as observer, visitor, inspector, etc., will not count. Individual must serve at normal post of duty.

2. Naval personnel under Army command are eligible on the same basis as Army personnel.

3. War Department regulations are in process of publication.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....27)

APO 500
8 April 1946

OFFICE HOURS

1. Staff Memorandum No. 70 this headquarters, 18 November 1945, is rescinded.

2. Except for those divisions within staff sections which are on a twenty-four hour working basis, the following will be the normal hours for this headquarters:

a. Daily except Saturdays, Sundays and holidays
0800-1200 and 1300-1700

b. Saturdays
0800-1200

3. All sections will maintain a reduced office force for the transaction of emergency business on Saturday afternoons, Sundays and holidays. Those personnel serving on Sundays will be granted one full day off during the week, military duties permitting.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....26)

APO 500
4 April 1946

PHYSICAL INVENTORY OF GOVERNMENT PROPERTY

1. Reference is made to the following:

a. Letter, General Headquarters, United States Army Forces, Pacific, file AG 140 (16 Jan 46)GD, dated 16 January 1946, subject: "Establishment of Property Accountability."

b. Section I, Circular 57, Headquarters, Eighth Army, dated 16 February 1946, subject: "Property Accounting, Auditing and Stock Control."

c. Memorandum, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, dated 25 March 1946, subject: "Property Accounting, Auditing and Stock Control."

2. All Staff Sections, Detachments, Units and other separate agencies of General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific will make a physical inventory of all government property in their possession as of 1 April 1946.

3. Each agency and troop organization will submit one signed, original copy of a Memorandum Receipt, based upon this inventory, to the Supply Officer, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific on or before 1 May 1946.

4. Each agency and troop organization will designate by name an officer to be the responsible officer for all government property in the possession of that agency or troop organization. The officer so designated will sign all Memorandum Receipts for government property. Report of this appointment will accompany the initial signed Memorandum Receipt.

5. For purpose of property responsibility, Building Custodians will be considered as Unit Commanders.

6. Memorandum Receipt forms are available at Publications Section, Adjutant General, General Headquarters, United States Army Forces, Pacific.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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Govt Section

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

BB

STAFF MEMORANDUM)
:
NO.....25)

APO 500
3 April 1946

EARLY RELIEF FROM ACTIVE DUTY OF MILITARY GOVERNMENT/CIVIL AFFAIRS OFFICERS TO ACCEPT CIVILIAN POSITIONS IN MILITARY GOVERNMENT/CIVIL AFFAIRS

1. Reference is Section III, War Department Circular 290, 22 September 1945.

2. a. The names of properly qualified Military Government/Civil Affairs officers, except volunteers, may be submitted for early relief from active duty to accept civilian positions in Military Government/Civil Affairs when:

(1) Officer becomes eligible for release by reason of his Adjusted Service Rating score attaining a value equal to or greater than the criteria, or
(2) officer completes the same number of months service as those being called to the depot for shipment to the Zone of Interior by reason of their length of service.

b. Requests will be forwarded to the Adjutant General and will include name, grade, Army Serial Number and scarce-category civilian position to be accepted.

c. Only in extremely unusual circumstances will an officer be recommended who is not eligible for release as indicated in 2 a above.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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Government Section

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....24)

APO 500
2 April 1946

RESCISSION OF STAFF MEMORANDA

1. Staff Memorandum 57, this headquarters, 20 October 1945, entitled "Camp John Hay Rest Center, Baguio, P. I.", is rescinded.

2. Staff Memorandum 58, this headquarters, 23 October 1945, entitled "Discharge of Enlisted Personnel on Account of Age", is rescinded.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General..

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....23)

APO 500
1 April 1946

OPERATION OF MOTOR TRANSPORTATION ASSIGNED TO GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC

1. Purpose: - In order to facilitate efficient utilization of motor transportation for General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, it is necessary to regulate the assignment, dispatch and use of all vehicles assigned to the Headquarters and Service Group as prescribed herein.

2. Assignment of Vehicles: - a. No vehicle assigned to the Headquarters and Service Group will be considered "organic equipment" of a staff section, irrespective of the nature of its use or assignment.

b. One sedan will be assigned to each General Officer.

c. One sedan will be assigned to the Office of each Chief of a Staff Section who is not a General Officer, upon application to the Headquarters Commandant..

d. Other than as provided in "b" and "c" no vehicle will be assigned to or placed on permanent daily dispatch for the exclusive and continuous use of an individual or staff section except as directed by the Chief of Staff. Applications for assignment of vehicles will be forwarded through the Assistant Chief of Staff, G-4.

e. When the assignment of a vehicle is no longer necessary, the vehicle will be released to the Headquarters Commandant.

3. Unscheduled Transportation for Official Use: - a. Transportation will be furnished for official use by the Headquarters Commandant to individuals assigned to staff sections during daylight office hours upon telephoned request to the Motor Dispatcher. Such requests will be made during the hours 0730 to 1730, Sundays excepted, only by certain designated officers in each staff section, not to exceed two in number. Officers authorized to make requests in accordance with the foregoing will be designated by the Chiefs of Sections and their names will be communicated in writing to the Headquarters Commandant. When making requests for transportation the dispatcher will be given the following information:

(1) Officer placing the request.
(2) Office to which assigned.
(3) Individual to whom transportation is to report.
(4) Place and time transportation is to report.
(5) Trip destination (specific).
(6) Probable length of time transportation required.
(7) Purpose for which vehicle is to be used, i.e., official business or recreation.

b. Requests for transportation for official use during other than

regular office hours may be made by any officer or authorized civilian employee by telephoning the Motor Dispatcher directly.

c. The senior military or civilian passenger in any vehicle is responsible for the conduct of the driver and other passengers, for the observance of traffic regulations, and for the proper use and care of the vehicle. When the driver is unable to return to his organization in time for regular mess, the senior passenger will arrange for his meals and if necessary, for his billet.

4. Release of vehicles: - a. Passengers will release a dispatched vehicle as soon as practicable. Within a radius of five (5) miles of central Tokyo, a dispatched vehicle will not be required to wait except as follows:

(1) At place of reporting initially: Not to exceed fifteen (15) minutes.
(2) At trip destination: Not to exceed one (1) hour.
(3) At intermediate stops: Not to exceed thirty (30) minutes.

If a passenger expects to be at trip destination for more than one (1) hour, he will release the vehicle or indicate on the dispatch slip the time and place a vehicle will again be required by that passenger. The waiting period at more distant destinations will be as determined by the passenger, the criterion being the economical use of transportation.

b. When a vehicle is released the responsible passenger will fill in the trip ticket, indicating the time of release, and sign his full signature and rank, legibly.

5. Transportation for Recreational Purposes: - a. Vehicles may be dispatched for recreational purposes when they are excess to requirements for official business. Requests for vehicles for recreation will be made to Operations Officer, 3d Battalion, Headquarters and Service Group (Telephone Number AFPAC 2-3123). Such vehicles will be dispatched subject to following regulations:

(1) Sedans may be dispatched to field grade officers or authorized civilians of equivalent rank. A truck, ¼ ton 4x4 may be dispatched to any officer, enlisted man or authorized civilian.
(2) When making a request for a vehicle for recreational use, the destination and length of time will be stated.
(3) Unless prior arrangements have been made with the Operations Officer, 3d Battalion, Headquarters and Service Group, the individual will return the vehicle to the Motor Pool on the same day it is dispatched.
(4) Requests for truck or bus transportation for group recreational use must be made to the Operations Officer, 3d Battalion, Headquarters and Service Group, at least twenty-four (24) hours before scheduled departure time.
(5) When a vehicle is assigned without a driver, the individual concerned will assume full responsibility for

(SU 23)

the proper use, maintenance and security of the vehicle. In the event of its loss or damage while thus dispatched, the individual to whom the vehicle is assigned will make out required reports and take necessary steps to survey the loss or damage.

(6) The individual using a vehicle without a driver will return the vehicle to the Motor Park when its use is ended. A driver will then be dispatched to take the individual to his quarters.

(7) In no case will a recreational vehicle be retained overnight at a billet for an individual's convenience.

6. General: a. Vehicles assigned or on permanent daily dispatch in accordance with paragraphs 2 b, c, and d above, will report as arranged with the officer or individual to whom assigned.

b. Officers or individuals to whom vehicles are assigned or on permanent daily dispatch are responsible that vehicles are released to Motor Officer, Headquarters and Service Group, as required for periodic maintenance.

c. In the event it is necessary that a vehicle be used overnight, advance arrangements will be made with the Operations Officer, 3d Battalion, Headquarters and Service Group.

d. Complaints regarding motor transportation or drivers will be made by telephone or letter to the Headquarters Commandant.

7. Reports: - The Headquarters Commandant will submit to the Assistant Chief of Staff, G-4, on the 15th and on the last day of each month a vehicle status report covering all vehicles assigned to his command, showing by type:

a. Total vehicles on hand.
b. Vehicles deadlined.
c. Vehicles on Memorandum Receipt, by officers and individuals.
d. Vehicles on permanent daily dispatch by offices and individuals.
e. Vehicles available for taxi dispatch service.

8. This memorandum will become effective at 0001 2 April at which time all previous instructions of this Headquarters in conflict with its provisions are rescinded.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

TRANSPORTATION--REFERENCE AFPAC STAFF MEMO 23

Reference Par 3. Vehicles will be obtained from section dispatcher as heretofore, since vehicles are on scheduled dispatch to Adm O for section use. On occasions when other transportation is required, individual will request vehicle from Adm O. This pertains to vehicles for official use from 0730 to 1730. Staff Memo 23 prescribes procedure for obtaining vehicles for official use at other times and for recreational use.

Note that EM may obtain jeeps for recreational use per Par. 5a(1).

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 300.6(26 Mar 46)GA 26 March 46

STAFF MEMORANDUM)
NO..... 22) POST GRADUATE EDUCATION

1. a. War Department radio WCL 21974 is quoted in part for your information and guidance.

> "Army Ground Forces now arranging with civilian universities for post graduate education of selected Army Ground Force officers in following subjects: communications engineering, electronics, automotive engineering, optics in light, acoustics, meteorology, propulsion, aero dynamics, and atomic energy. Prerequisites for selection. commissioned at least 1 year in a basic Army Ground Force arm, volunteer for detail, general efficiency rating of at least excellent, Bachelor of Science degree, under 28 years of age on 1 June 46 or under 35 years of age if especially well qualified, Regular Army officers or Category 1 volunteers who elect to remain on active duty for at least 4 years following completion of course. For graduates of civilian institutions include address from which authentic transcript of college record can be obtained. Important that theaters screen applicants carefully and nominate only those exceptionally well qualified for detail."

b. Only those officers who as of 1 June 46 will have completed thirty (30) months continuous overseas service as defined in WD Circular 383, 1945, will be acceptable.

2. Applications with check note indicating approval or disapproval and/or comments of the applicant's section chief will reach G-1 not later than 1700 hours, 30 March 46.

By command of General MacARTHUR:

OFFICIAL:

B. M. FITCH
Brigadier General, AGD,
Adjutant General

RICHARD J. MARSHALL
Major General, General Staff Corps
Chief of Staff

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CLASSIFICATION CANCELLED PER SEC. 3(E) AND 3(D) OR (E) NARA # 770012

Government Section

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1-113

File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 200.6 (25 Mar 46) GA

APO 500
25 March 1946

STAFF MEMORANDUM)
:
NO.....21)

PROCEDURE FOR PROCESSING RECOMMENDATIONS
FOR AWARD OF THE ARMY COMMENDATION RIBBON

1. The Army Commendation Ribbon will be awarded to personnel of General Headquarters, Supreme Commander for the Allied Powers, and General Headquarters, United States Army Forces, Pacific, in compliance with requirements of War Department Circular 377 dated 18 December 1945.

2. The Army Commendation Ribbon is a non-operational equivalent of the Bronze Star Medal. The term "non-operational" signifies service not in sustained operational activities against an enemy nor in direct support of such operation. The required standard of service for the Bronze Star Medal and Army Commendation Ribbon is the same. The basis for award, however, is different in that service rendered for the Bronze Star Medal must be in connection with sustained operational activities against the enemy while the service required for the Army Commendation Ribbon is non-operational in character. While the award of the Bronze Star Medal is made with decreasing frequency for operational services performed after 2 September 1945 and cannot be awarded for services performed after 2 March 1946, the Army Commendation Ribbon may be awarded for non-operational meritorious service in the Pacific area performed after 2 September 1945. There is no connection between the Army and Navy Commendation Ribbons.

3. The Chief of Sections may initiate recommendations for award of the Army Commendation Ribbon for personnel under their control in substantially the same manner as specified for the Bronze Star Medal in United States Army Forces, Pacific, Regulation 10-50, except that a draft of the proposed letter of commendation, prepared for the signature of the Chief of Staff, will be attached in place of a citation. Officers who are major general or of higher rank may make the award over their own signature; for purposes of uniformity, however, such officers should, except in very unusual circumstances, waive their prerogatives under Circular 377 and submit their recommendations for normal processing by the Adjutant General.

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(SM 21)

4. Recommendations will be processed in the same manner as recommendations for the Bronze Star Medal.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH
Brigadier General, AGD,
Adjutant General.

CLASSIFICATION CANCELLED PURSUANT TO SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

B.B.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....19)

APO 500
25 March 1946

ROTATION OF PERSONNEL

1. Reference is Circular 22, United States Army Forces, Pacific, 25 March 1946, subject as above.

2. a. All officers, except general officers, who have completed or who will have completed on 30 April, thirty (30) months overseas duty as defined in paragraph 3 of reference circular, will be reported by name, rank, serial number, Military Occupational Specialty, position title and date of eligibility to the Adjutant General by the chiefs of sections, the Commanding Officer, Headquarters and Service Group and the Commanding Officer, 441st Counter Intelligence Corps Detachment, not later than 31 March as follows:

Group 1 Those who can be released without replacement.
Group 2 Those who can be released prior to the arrival of replacements.
Group 3 Those who can be released immediately upon arrival of replacements.
Group 4 Those key personnel who because of necessity can be released only after replacements have been sufficiently trained to replace them.
Group 5 Volunteers - indicating in each case the approved date of termination of the volunteer period. Initial reports need indicate only that individual contemplates volunteering.
Group 6 Those who will become eligible during the succeeding three (3) months indicating the group in which each will probably fall.

b. Similar reports will be rendered on the first of each month thereafter, beginning 1 May, to include all officers who will become eligible during that month, and all those previously reported in Groups 3, 4 and 5, on whom orders have not been published.

c. Reports will be prepared in quadruplicate and submitted to the Adjutant General.

d. Section chiefs, the Commanding Officer, Headquarters and Service Group and the Commanding Officer, 441st Counter Intelligence Corps Detachment will submit a report on themselves in a similar manner to the Chief of Staff.

3. Upon receipt of the above reports, the Adjutant General will:

a. Issue orders returning to the zone of interior for reassignment:

DECLASSIFIED AUTH: WDSO SEC. 3(E) AND 3(D) OR (E) NNDS # 775012

(1) Officers listed in Groups 1 and 2 immediately.
(2) Officers in Group 3 upon receipt of replacements.
(3) Officers in Group 4 when finally released by section chiefs.
(4) Officers in Group 5 on or about the date of termination of the volunteer period.

b. Take the necessary action to procure the required replacements.

4. a. For enlisted personnel only, the Commanding Officer, Headquarters and Service Group, will take action identical to that enumerated in paragraphs 2 and 3 above, including issuance of necessary orders, forwarding reports, where applicable, to section chiefs for comment.

b. The Commanding Officer, 441st Counter Intelligence Corps Detachment will take similar action for his command with the exception that reports will be forwarded to the Adjutant General for issuance of orders.

5. a. Group 3 personnel will not be held longer than three (3) months beyond the date of this memorandum in the case of those already eligible for release, or three (3) months beyond the date of eligibility in the case of all others.

b. Every effort will be made to release Group 4 personnel prior to the three (3) months limit set for training replacements. Such personnel may be retained within the provisions of War Department Circular 383 1945, only if they are key personnel essential to both the operation of the section and to the training of the replacement. A maximum of thirty (30) days overlap will be permitted where they are excess to the section table of allotment.

6. a. Officers, except general officers, who desire to volunteer to remain overseas beyond the maximum tour of thirty (30) months will make application, in duplicate, on the attached form forwarding same to the Adjutant General, through the section chief for approval. Applications made by section chiefs will be forwarded to the Adjutant General through the Chief of Staff for approval. The Adjutant General will file the original with the WD AGO Form 66-1, 66-2 or 66-3 of the individual.

b. Enlisted personnel will make application as indicated to the Commanding Officer, 441st Counter Intelligence Corps Detachment or the Commanding Officer, Headquarters and Service Group, through section chief, where applicable.

c. Personnel now eligible or who will become eligible for return to the United States prior to 1 July 1946, must submit applications prior to 1 April 1946. Personnel becoming eligible on or after 1 July 1946, must submit applications at least ninety (90) days prior to date of eligibility.

d. Section chiefs, before giving final approval, will carefully scrutinize applications as to the military necessity for, or advisability of, each extension. Where it cannot be reasonably anticipated

that an individual's services will be needed for the requested period, the forwarding indorsement will indicate the approximate length of time the applicant's services can be used in his present assignment, the applicant's Military Occupational Specialty or Specification Serial Number and position title, and recommendation as to whether his qualifications and general efficiency rating warrant the extension in view of the reassignment which will later have to be made. In such cases the Adjutant General will take final action as to approval.

e. It is the responsibility of section chiefs that officers do not volunteer for periods in excess of those permitted by category statements already signed unless new statements are signed for categories I and II only.

f. Volunteer applications made for the purpose of requesting dependents may be cancelled by the applicant at any time prior to final request for orders for movement of dependents. Such personnel as are eligible, or shortly to be eligible for return to the zone of interior, will be immediately entered in Groups 1, 2, 3, or 4 whichever pertains, as of the date of cancellation.

g. Disapprovals of volunteer statements affecting requests for movement of dependents will be forwarded to G-1 for final action.

h. Statements signed in connection with movement of dependents will <u>not</u> suffice as a volunteer statement.

i. Volunteer applications whether approved or not, are not binding upon the government and such personnel may be returned whenever necessary for the convenience of the government.

7. The cases of all individuals who might be covered by paragraph 8 of Circular 22, United States Army Forces, Pacific, 25 March 1946, will be forwarded with complete details and recommendation to G-1 for action. Those individuals whose cases are approved by G-1 will assume date of eligibility as of date of approval and will be immediately classified as indicated in paragraph 2.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

2 Incls:
Incl 1 - Volunteer Form.
Incl 2 - Circular 22

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND # 773012

(Section)

1946

SUBJECT: Voluntary Extension of Overseas Tour.

TO:

1. a. I volunteer to serve for a period of one year beyond the normal maximum overseas tour of 30 months which I completed or will complete on _____, or

b. In order to insure my services in this theater for _____ months as indicated in my request for movement of dependents dated _____, I volunteer to serve for _____ months beyond the normal overseas tour of 30 months which I completed or will complete on _____.

2. Officers

a. I am in the Regular Army.
b. I have signed a Category (I) (II) (III) voluntary statement.
c. I have signed a Category IV statement with date _____.

Enlisted Men

a. I am in the Regular Army.
b. I have signed a Category (I) * voluntary statement.

* Category II and IV statements are based on foreign service and such volunteers are already covered by their signed statements.

_____

_____

210.45 (Off)
AG 220.45 (EM)

1st Ind.

To:

1. _____ approved.

2. This extension is believed advisable and in the best interests of the government.

3. It can be reasonably anticipated that applicant's services will be needed in this section for the requested period of extension.

4. Remarks:

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NND # 775012

PA

RESTRICTED

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

APO 500
20 March 1946

AG 312.4 (20 Mar 46)AG

STAFF MEMORANDUM)
:
NO.....18)

ASSIGNMENT OF IDENTIFYING SYMBOLS

1. In order to facilitate identification of staff sections and agencies originating publications, correspondence, and messages, the following office symbols are assigned to staff sections and agencies of the headquarters:

Commander-in-Chief	CC
Military Secretary	MS
Aide-de-Camp	ADC
Chief of Staff	CS
Deputy Chief of Staff	DCS
Secretary, General Staff	SGS
Assistant Chief of Staff, G-1	GA
Assistant Chief of Staff, G-2	GB
Assistant Chief of Staff, G-3	GC
Assistant Chief of Staff, G-4	GD
Adjutant General	AG
Public Relations Officer	PR
Inspector General	IG
Judge Advocate	JA
Chief Provost Marshal	PM
Chief Counter Intelligence Officer	CI
Fiscal Director	FD
Antiaircraft Officer	AA
Chief of Special Services	SS
Chief Chaplain	CH
Army Exchange Central Purchasing Office	EPO
Chief of Information & Education Services	IE
Chief Engineer	CE
Chief Signal Officer	SC
Chief Ordnance Officer	OR
Chief Quartermaster	QM
Chief Surgeon	MD
Chief Chemical Officer	CW
Headquarters Commandant	HC

2. The appropriate office symbol of the originating office will be placed on:

RESTRICTED

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(SM)

a. Publications and basic correspondence: In the upper left-hand corner immediately after the file reference.

Example:

"GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC
APO 500

AG 210.31 (1 Mar 46)GA 1 March 1946"

b. Indorsements: Immediately after the file reference.

Example:

"AG 210.31 (1 Mar 46)GA 1st Ind

GENERAL HEADQUARTERS, UNITED STATES ARMY FORCES, PACIFIC, APO 500,
1 March 1946.

TO: Commanding General, Pacific Air Command, United States Army, APO 925".

c. Outgoing signal messages (AFPAC AGO Form No.36): In the upper right hand corner above the date. The office symbol will be separated by at least five (5) spaces from the initials of the officer originating the message in order to avoid confusing the two groups of letters. Example: "GC WEC/rc".

d. Messageforms (WD AGO Form 11-168): In the box marked "Symbol" in the lower left hand corner of the Messageform.

3. Staff Memorandum No. 64, this headquarters, same subject, dated 2 November 1945, and Staff Memorandum No 86, this headquarters, same subject, dated 28 December 1945, are rescinded.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDC # 779012

File

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....17)

APO 500
16 March 1946

VISITORS BUREAU

1. A Visitors Bureau has been established at this headquarters in the office of the Secretary, General Staff.

2. Purpose: To coordinate necessary service for visiting civilian dignitaries, senior officers visiting the headquarters, and senior officers arriving for assignment to this headquarters or subordinate commands.

3. Location: The Visitors Bureau is located on the mezzanine floor of the Imperial Hotel. Telephone: 23161

4. Duties: The Officer in charge of the Visitors Bureau or his representative will:

a. Meet all important civilians and senior officers arriving in the Tokyo-Yokohama area for the purpose of visiting this headquarters or assignment thereto.

b. Coordinate with the Headquarters Commandant the assignment of suitable billets, motor transportation and security personnel.

c. Coordinate with the Provost Marshal the assignment of necessary escort.

d. Make arrangements for conferences with the Commander-in-Chief, the Chief of Staff and other staff members when desired and appropriate.

e. Provide information and assistance necessary to make the stay of the visitors both profitable and pleasant.

f. Make necessary arrangements for onward travel.

g. Accompany visitors to the point of departure from the Tokyo-Yokohama area.

5. The officer in charge, Visitors Bureau, will coordinate the activities of staff agencies concerned with visits of important civilians and senior officers but will not assume such duties except that he or his representative will meet visitors upon their arrival and accompany them to the point of departure.

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(SM 17)

6. Colonel Sidney L. Huff, 0890004, is announced as Officer in Charge, Visitors Bureau.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

AUTHORITY NND 963012 BY NARS, DATE 12/18/96

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

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STAFF MEMORANDUM)
:
NO.....11)

APO 500
4 March 1946

PERSONNEL AUTHORIZATIONS

1. In order to arrive at the 1 July 1946 approved overhead personnel authorization, progressive reductions in authorizations have been planned for all staff sections and units of General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific.

2. Personnel authorizations are being issued at the beginning of each month. Necessary action will be taken immediately to reduce the strength to that authorized.

3. Military personnel who exceed the authorization will be reported for reassignment to the Adjutant General by name, rank, serial number, Military Occupation Specialty, Adjusted Service Rating score, months of service and the category or class of statement signed showing effective date where pertinent. Civilian personnel, in excess of authorization will be reported to Office of Civilian Personnel, General Headquarters, Supreme Commander for the Allied Powers.

4. Permission is granted to carry as overstrength personnel eligible under current regulations for release prior to 1 July 1946.

5. All personnel requisitions will be accompanied by a statement of:

a. Assigned personnel on hand by grade, military or civilian. (Exclusive of authorized overstrength).
b. Personnel on requisition by grade, military or civilian.
c. Military grades authorized in current month.
d. Total civilian positions authorized in current month.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....6)

APO 500
15 January 1946

USE OF TELECONFERENCES

1. In order that the radio teletype circuits into and out of Manila may be used to the maximum extent in the transmission of message traffic, it is desired that requests for teleconference service be held to the absolute minimum.

2. Teleconference service will be requested only when the matter to be discussed is of a nature that cannot be handled by other means.

3. The following procedures will apply:

a. The originator will obtain the approval of the chief of the staff section concerned or his executive prior to submitting a request for teleconference.

b. If approved, the request will be made preferably 24 hours in advance to the Teleconference Officer, City Hall 522, and will include the following information:

(1) Originator.
(2) Person or agency with whom conference is requested.
(3) Suggested time for conference.
(4) Subject of conference.
(5) Estimated length of conference.
(6) Security classification.
(7) Urgency.

c. The Teleconference Officer will ascertain whether a circuit can be made available without jeopardizing normal communications or causing undue traffic backlog, and will advise the Chief Signal Officer or his representative of the request.

d. The Chief Signal Officer or his representative will instruct the Teleconference Officer to arrange approved teleconferences that will not jeopardize normal traffic. If the Chief Signal Officer or his representative feels that the use of communications facilities for teleconference purposes will jeopardize other traffic, he will so advise the originator and suggest other means of communications in lieu of teleconference.

4. Cases in which the originator still feels that the matter to be discussed warrants teleconference service even though the Chief Signal Officer or his representative advises that such use of radio teletype circuits will jeopardize other traffic will be referred to the Deputy Chief of Staff for Administration for decision.

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(SM 6)

5. Conference will be in the clear whenever possible. Conferees will come to conference room fully prepared to discuss the subject. Comments should be well worded and as brief as possible.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....3)

APO 500
10 January 1946

AFPAC MESS COUNCIL NUMBER 2

1. Staff Memorandum 2, this headquarters, 5 January 1946, is rescinded.

2. The following officers are appointed members of the Mess Council, General Headquarters, AFPAC, Officers' Mess No. 2:

Col Harold F. Mattoon 0159802 JAGD, President
Col James B. Rothnie 0181896 FD
Lt Col Max G. Morgan 0313679 FA
Lt Col Robert W. Evans 0336549 MC
Maj Raymond J. Dees 0499856 AGD
Capt Delmas C. Hill 02052458 JAGD
2d Lt Lewis P. Smith 01282293 FD

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

STAFF MEMORANDUM)
:
NO.....2)

APO 500
5 January 1946

AFPAC MESS COUNCIL NUMBER 2

The following officers are appointed members of the Mess Council, General Headquarters, AFPAC, Officers' Mess Number 2:

Colonel	J. B. ROTHNIE,	0181896
Lt. Col.	M. G. MORGAN,	0313679
Major	R. J. DEES,	0499856
Captain	D. C. HILL,	020052458
2d. Lt.	L. P. SMITH,	01282298

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

Staff Memos

SCAP

1946

SCAP
JAN 10
1946

LIST OF PAPERS

Gov't Sec. File

File under #300.6 MEMORANDUM FOR THE CHIEF, PUBLIC ADMINISTRATION DIV.

Synopsis	Date	To	From

CONFIDENTIAL

DRAFT

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500

STAFF MEMORANDUM)
:
NUMBER.....)

1. In order to clarify procedures for insuring the enforcement of the directives issued by the Supreme Commander for the Allied Powers to the Imperial Japanese Government, the following instructions are published.

2. Staff Sections initiating actions in matters charged to them by SCAP General Orders and Staff Memorandums, are responsible for continuing staff action to insure the enforcement of the Supreme Commander's orders and instructions to the Japanese Government.

3. Annex 8 to Operations Instructions 4/48, this Headquarters, 29 November 1945 charges the commanders of the Occupation Forces with the general responsibility for observing Japanese compliance with SCAP directives; for reporting the results to the Supreme Commander; and for taking such actions as may be directed to assure obedience.

4. Staff Sections initiating actions which result in the formulation of Directives to the Imperial Japanese Government which are identified by a SCAP Index Number will:

a. Determine the extent of observation that will be necessary, which will be one or a combination of the following:

(1) Observation by agencies of the Occupation Forces.

(2) Field inspections by representatives of the Section, coordinated with Military Government echelons of the Occupation Forces;

(3) None required;--In the case of reports called for or other direct actions, the accomplishment of which will be self evident to the section.

CONFIDENTIAL 52a

b. Prepare command instructions to the Occupation Forces concurrently with each directive hereafter issued to the Japanese Government, specifying the manner in which observation of Japanese compliance with the directive will be accomplished, as determined in accordance with par 4 a above. Command instructions will make reference to the SCAP Index Number of the directive to which they are related. In case specific observation is to be performed by the Occupation Forces, command instructions will clearly indicate the type desired:

(1) Routine - To be reported in weekly "Occupation Activities Reports."

(2) Special - Indicating particular actions or reports required.

c. Prepare an accompanying communication, where necessary, entitled "Information of General Application Pertaining to Directive Number (SCAPIN) __". No fixed form is prescribed. The communication should outline the purpose of the directive including the results that it is desired to accomplish. It should be the approved SCAP interpretation. Detailed information on steps to be taken by Japanese Government should be stated. The communication should close with a statement of responsibilities. of the Occupation Forces in observing compliance with the Directive. Reference should be made that command instructions will follow through command channels when applicable.

d. Pass to the Occupation Forces information received from the Imperial Japanese Government on plans or actions being taken by them to implement the directives of the Supreme Commander when such information will contribute to more effective observation of compliance.

e. Process reports received from the Occupation Forces and be responsible for initiating actions directing enforcement by Occupation Forces or further action by the Imperial Japanese Government or both.

5. Field Inspections in Japan by representatives of Staff Sections for observing Japanese compliance with the directives of this Headquarters will be coordinated with the Military Government Section of the Eighth Army. Field Inspections for the purpose of observing the Military Government activities of Occupation Forces will be coordinated through Command Channels.

6. Certain operational functions pertaining to Japan as a whole which are or may be specifically charged to Staff Sections of this Headquarters in General Orders from time to time, will continue to be carried out under direct control of this Headquarters.

7. Direct communication in technical matters not involving command relations is authorized.

By command of General MacARTHUR:

R. J. MARSHALL,
Major General, G. S. C.,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, U. S. Army,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

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BB
File

AG 230.5 (6 Jul 46)OCP

APO 500
6 July 1946

STAFF MEMORANDUM)
:
NO.....52)

PORT CALL INCIDENT TO RETURN TRANSPORTATION
FOR CIVILIAN EMPLOYEES

1. Reference is made to Civilian Personnel Policies and Regulations No. 11, 2 May 1946, subject: Return Transportation, Granting of Leave, and Reemployment of Civilians upon Expiration of Tour of Duty.

2. All employees, except those on temporary duty, being returned to their place of engagement for any cause are required to remain on duty until notification has been received from the port giving a definite date of departure. When such notification is received, employee will bring to the Office of Civilian Personnel a certified time report covering all work performed from last report up to hour and date he entered travel status. He will be considered as entering travel status as of time port call is received. Where port call is received more than three (3) days in advance of actual departure, employee will remain on duty except for such time as is necessary for packing and to obtain necessary clearances.

3. Under no circumstances will an employee be relieved from duty in his section prior to receipt of port call, except with the prior written approval of the Office of Civilian Personnel. Upon receipt of official orders, employee will be notified through his Personnel Coordinator to report to the Office of Civilian Personnel for orders and necessary instructions incident to obtaining transportation. He will be excused from duty a sufficient period of time to allow him to proceed to the Troop Movements Section, Eighth Army, to make transportation arrangements.

4. A two-months' written notice is required for all resignations to allow for recruitment of replacements. Resignations for reasons not acceptable to the employer and discharges for cause require return transportation costs to be borne by the employee.

5. The provisions of this staff memorandum will be brought to the attention of all civilian employees.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AFO 500
2 July 1946

STAFF MEMORANDUM)
:
NO.....51)

OFFICE HOURS

1. Except for those divisions within staff sections which are on a twenty-four hour working basis, the following will be the normal hours for this headquarters:

Daily Monday through Friday - 0800 - 1200
1300 - 1700

2. All sections will maintain a reduced office force for the transmission of emergency business on Saturday, Sunday and holidays. Schedules will be arranged so that all military personnel will have at least one full day off during the week, military duties permitting.

3. Staff Memorandum 24 dated 8 April 1946 is rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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Gen'l Sec

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500
2 July 1946

AG 230 (2 Jul 46)GA

STAFF MEMORANDUM)
:
NO.....50)

OFFICIAL VISITS BY MILITARY AND CIVILIAN REPRESENTATIVES
FROM GENERAL HEADQUARTERS SUPREME COMMANDER FOR THE ALLIED POWERS

1. Information has been received that military and civilian representatives of this headquarters are visiting outlying areas in the conduct of official business without coordinating with local area commanders. It is desired that such representatives observe the customary courtesies when entering the areas of local commanders.

2. In making a visit to an outlying area for the purpose of conducting business which is in any way official, personnel will:

a. Obtain prior clearance.

b. Arrange for necessary billets and food.

c. Upon arrival contact responsible military government headquarters, make their presence known and give local authorities the opportunity to observe all activities of an official nature in which they may engage.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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Gov't Sec
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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 312.3 (27 Jun 46)DS

APO 500
27 June 1946

STAFF MEMORANDUM)
:
NO.....49)

CHANNELS OF COMMUNICATION WITH FOREIGN GOVERNMENTS

1. Important communications from General Headquarters, Supreme Commander for the Allied Powers to foreign governments or agencies will be routed through the Diplomatic Section for identification and addressing, and then to the Adjutant General for authentication and dispatch to the American Mission or Consular Office located in the country concerned or to Foreign Liaison Section, G-2, for delivery to the appropriate Diplomatic Mission in Japan. A copy of the communication marked "Diplomatic Section" will be attached.

2. Communications of a routine nature dealing with international trading operations may be dispatched to the American Consular Office located nearest the foreign agency for which the communication is intended with information copy to the Diplomatic Section.

3. The provisions of this Staff Memorandum are not applicable to communications addressed to the Imperial Japanese Government.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

File

AG 451 (19 Jun 46)GD
STAFF MEMORANDUM)
:
NO.....48)

APO 500
19 June 1946

USE OF MOTOR TRANSPORTATION

1. Purpose: In order to facilitate efficient utilization of motor transportation for General Headquarters, Supreme Commander for the Allied Powers and General Headquarters, United States Army Forces, Pacific, the control of assignment, dispatch and use of all motor vehicles which are available to General Headquarters is essential.

2. Assignment of Vehicles: a. No vehicle assigned to the Headquarters and Service Group will be considered "organic equipment" of a staff section, irrespective of the nature of its use or assignment.

b. One sedan will be assigned to the office of each general officer.

c. One sedan may be assigned on daily dispatch to the office of each chief of a staff section who is not a general officer upon submission of written request justifying such assignment to the Headquarters Commandant through the Assistant Chief of Staff, G-4.

d. Other than as provided in paragraphs 2 b and c above, no vehicle will be assigned to or placed on permanent daily dispatch for the exclusive and continuous use of an individual or staff section except as may be approved by the Chief of Staff. Applications for approval of assignment of vehicles except as provided in paragraph 2 b above, will be forwarded through the Assistant Chief of Staff, G-4, to Headquarters Commandant.

3. Unscheduled Transportation for Official Use: a. Transportation will be furnished for official use by the Headquarters Commandant to individuals assigned to staff sections from 0730 to 1730 hours daily, Saturday afternoon, Sundays and holidays excepted, upon telephoned request to the motor dispatcher by certain designated officers in each staff section, not to exceed two in number. Officers authorized to make requests in accordance with the foregoing will be designated by the chiefs of sections and their names will be communicated in writing to the Headquarters Commandant. When making requests for transportation the dispatcher will be given the following information:

(1) Officer placing the request.
(2) Office to which assigned.
(3) Individual to whom transportation is to report.
(4) Place and time transportation is to report.
(5) Trip destination (specific).
(6) Probable length of time transportation required.

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b. Requests for transportation for official use during other than regular office hours, Saturday afternoons, Sundays and holidays, may be made by any officer or authorized civilian employee by telephoning the motor dispatcher directly.

4. Transportation for Recreational Purposes: a. Vehicles may be dispatched for recreational purposes when they are excess to requirements for official business. Requests for vehicles for recreation will be made to Operations Officer, Motor Battalion, Headquarters and Service Group (Telephone AFPAC 2-3051) between the hours 0800 to 1700 daily except Saturda afternoons, Sundays and holidays. Requests for transportation for recreational purposes within the Tokyo Area may be made direct to the motor dispatcher between the hours of 1700 to 0730 daily except Saturday afternoons, Sundays and holidays; Saturdays from 1200 to 2400 hours; Sundays and holidays from 0001 to 2400 hours. Such vehicles will be dispatched subject to the following regulations:

(1) Sedans may be dispatched to field grade officers or authorized civilians of equivalent rank. A truck, $\frac{1}{4}$ ton 4 x 4, may be dispatched to any officer, enlisted man, or authorized civilian.

(2) When making a request for a vehicle for recreational use, the destination and length of time will be stated. The information required in paragraphs 3 a (1) to (6) inclusive, above, will be stated.

(3) Unless prior arrangements have been made with the Operations Officer, Motor Battalion, Headquarters and Service Group, the individual will return the vehicle to the Motor Pool on the same day it is dispatched.

(4) Requests for truck or bus transportation for group recreational use must be made to the Operations Officer, Motor Battalion, Headquarters and Service Group, at least twenty-four (24) hours before scheduled departure time.

(5) When a vehicle is assigned without a driver, the individual concerned will assume full responsibility for the proper use, maintenance, and security of the vehicle. In the event of its loss or damage while thus dispatched, the individual to whom the vehicle is assigned will make out required reports and take necessary steps to initiate a report of survey covering the loss or damage.

(6) The individual using a vehicle without a driver will return the vehicle to the Motor Pool upon completion of the purpose for which it was dispatched.

(7) In no case will a recreational vehicle be retained overnight at a billet.

b. Personnel requesting transportation for recreation will, when making the request, advise the Operations Officer, Motor Battalion, or Motor Dispatcher receiving the request, that the transportation is for recreation.

5. Release of vehicles: a. Passengers will release a vehicle as soon as practicable. Within a radius of five (5) miles of central Tokyo, a dispatched vehicle will not be required to wait except as follows:

(1) At place of reporting initially: Not to exceed fifteen (15) minutes.
(2) At trip destination: Not to exceed one (1) hour.
(3) At intermediate stops: Not to exceed thirty (30) minutes.

If a passenger expects to be at trip destination for more than one (1) hour, he will release the vehicle and indicate on the dispatch slip the time and place a vehicle will again be required. The waiting period at more distant destinations will be as determined by the passenger, the criterion being the economical use of transportation.

b. When a vehicle is released the responsible passenger will fill in the trip ticket, indicating the time of release, and legibly sign his full signature, rank, and staff section assignment.

6. General: a. Vehicles assigned or on permanent daily dispatch in accordance with paragraphs 2 b, c, and d above, will report as directed by the chief of the staff section to which assigned.

b. In the event it is necessary that a vehicle be used overnight, advance arrangements will be made with the Operations Officer, Motor Battalion, Headquarters and Service Group.

c. The chief of each staff section to which vehicles are assigned, or are on permanent daily dispatch, is responsible that vehicles are released to the Motor Officer, Headquarters and Service Group, as required for periodic maintenance.

d. No vehicle dispatched by the motor pool with an assigned driver will be driven by anyone other than the assigned driver whose name is listed on the trip ticket.

e. The chief of any staff section holding motor vehicles on memorandum receipt is responsible for:

(1) Adequate first echelon and preventive maintenance of vehicles so assigned (See AR 850-15).
(2) Maintenance of driver's trip ticket and preventive maintenance service record (See AR 850-15).
(3) Safekeeping of such vehicles.
(4) Preparation of new driver's trip ticket, daily, for each vehicle.
(5) Forwarding of previous day's drivers' trip tickets to the Headquarters Commandant.

f. The senior military or civilian passenger in any vehicle is responsible for the conduct of the driver and other passengers, for the

observance of traffic regulations, and for the proper use and care of the vehicle. When the driver is unable to return to his organization in time for regular mess, the senior passenger will arrange for his meals and, if necessary, for his billet.

g. Vehicles dispatched for official business purposes will not be used for recreation. Attention of all personnel, both military and civilian, is directed to the fact that using transportation obtained for official business for recreation makes the personnel concerned subject to disciplinary action under the 95th or 96th Article of War.

7. Reports: The Headquarters Commandant will submit to the Assistant Chief of Staff, G-4, on the 15th and on the last day of each month a vehicle status report covering all vehicles assigned to his command as of the day submitted, showing by type:

a. Total vehicles on hand.

b. Vehicles deadlined.

c. Vehicles on memorandum receipt, by offices and individuals.

d. Vehicles on permanent daily dispatch by offices and individuals.

e. Vehicles available for taxi dispatch service.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Govt Section.
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File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 311 (19 Jun 46)SC

APO 500
19 June 1946

STAFF MEMORANDUM)
:
NO.....47)

COMMUNICATIONS INSTRUCTIONS

1. Use of Radiograms:

a. Messages will be transmitted by electrical means only when the subject is of such urgency or importance that communication by ordinary or air mail is impractical.

b. Assignment of precedence indicators will be according to definitions as published in AR 105-25. The purpose of precedence indicators is to indicate to signal center personnel the relative priority of messages with respect to transmission and delivery. When promptness of action by the addressee is required, such fact should be noted in the contents of the message. The use of high precedence indicators as an attempt to induce a prompt reply defeats the purpose for which precedence classification has been established by endangering the rapid transmission of justifiably high priority messages.

c. All classified traffic is enciphered. Unnecessary security classification of messages delays transmission and delivery, and seriously strains the facilities of signal centers which are operating with minimum personnel.

d. War Department regulations permit reference in the clear to classified messages by date time group only, followed by one or more of the following capitalized words:

(1) AFFIRMATIVE, means "yes", "permission granted", "authorized", "concur", "approved", "recommend approval", "action completed", and equivalent expressions.

(2) NEGATIVE, means "no", "permission not granted", "not granted", "not author-

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ized", "do not concur", "not approved", "do not recommend approval", "recommend disapproval", "action not completed", and similar expressions.

(3) INTERROGATORY, means "question", "I do not understand", "need more information", "meaning not clear", and similar expressions.

(4) COMPLY, means "will comply", "have complied", or "you are to comply", according to the contents of the message to which it refers.

(5) LETTER, includes the meaning "letter follows", "replying by letter", "by letter", and "reply by letter".

(6) ACKNOWLEDGE, means "message received".

e. Classified communications will be marked or stamped, NOT TYPED, with the appropriate classification at the top and bottom of each page.

2. Long Distance Telephone Service:

a. General: Pursuant to instructions contained in Memorandum for the Imperial Japanese Government (SCAPIN -773), file AG 311.3 (25 Feb 46)CCS, the Japanese Board of Communications has arranged to furnish long distance telephone service for occupation forces throughout Japan. The general plan for establishment, rendition and use of the service is outlined herein.

b. Purpose: The long distance service rendered by the Japanese Board of Communications is being provided to augment Signal facilities currently employed by the occupation forces, and to further extend telephone service to units which have not been served adequately heretofore by other means of communication.

c. Service for Official Use: Use of the Japanese long distance services will be limited to official business of occupation forces and accredited personnel, within the general provisions of paragraph 5, AR 105-30 pertaining to commercial telephone service. The service will not be used for personal long distance calls.

d. Operating Practices: Service rendered over the domestic long distance facilities is ordinarily handled by Japanese speaking switchboard operators. Inasmuch as it is necessary that occupation forces calls be handled in English wherever possible, appropriate changes in operating procedures are being effected and uniform practices are being adopted. At certain of the smaller telephone exchanges it will not be practicable for the Japanese Board of Communications to provide English speaking operators, and when long distance calls are placed from these locations use should be made of interpreters. Detailed arrangements made with the Board include the following:

(1) Occupation forces toll calls will be handled as special urgent, and will be given priority over domestic calls.

(2) The term "AF Call" has been selected to designate Allied Forces Calls and to distinguish them from local or other long distance calls. Japanese operating personnel are being familiarized with this term, and use of it when placing calls, as well as in connection with directory and information services, will facilitate and expedite the handling of the messages.

(3) Toll control office equipment is being modified and code numbers are being assigned to provide centralization of long distance calls at switchboard positions operated to the extent practicable by English-speaking operators. In placing an AF call in Tokyo, telephone number 249 should be dialed (0-249 from 5-digit numbers). In Osaka the appropriate number is 109. In all other dial exchanges AF calls will be handled at positions reached by dialing number 9. In manual exchanges no special number should be called. In both dial and manual offices, upon reaching the operator, the calling party should identify the call as an AF call, and furnish the operator with his local telephone number, the name of the distant point, and the called number.

(4) All calls will be handled on a station-to-station basis and will be completed while the calling party remains on the line whenever connection to the called telephone can be made promptly. In the event an undue delay is involved, the calling party will be asked to hang up and will be called by the operator as soon as the connection can be established.

e. Long Distance Directory: The Commanding General, Eighth Army, has been designated to prepare, maintain, and distribute a toll telephone directory to facilitate use of the long distance service. The directory will include all necessary detailed instructions for placement of calls, as well as the name and telephone number of each occupation forces unit having access to the service.

f. Establishment of the Service: Present plans provide for establishment of the long distance service at Tokyo and Yokohama immediately, and extension of the service to make it available from all other exchanges serving occupation forces units by 1 July 1946. The Japanese Board of Communications has been directed to instruct its field representatives to promptly inform local signal offices when the service becomes available at a particular telephone exchange. Accordingly, local Signal Officers should maintain close liaison with the Japanese representatives in order to coordinate establishment of the service in their areas.

g. Statements of Service Rendered: Accounting for the long distance calls placed over the Japanese telephone facilities will be in accordance with current procurement directives. The Japanese Board of Communications has been instructed to retain the individual toll tickets at the exchanges where the calls originate and to furnish monthly itemized toll statements to designated military government units through local Japanese Government liaison offices.

3. Handling of Classified Messages:

a. Certain classified messages, including copies of messages dispatched by this headquarters, will be delivered bearing the following notation:

"Handling and transmission of the literal

plain text of this message as correspondence of the same classification has been authorized by the War Department in accordance with the provisions of paragraphs 16 c, 18 e, 53 a, 53 d (1) (2) (3), and 60 a (1) (2) (3) (4) of AR 380-5, 6 March 1946."

b. Literal copies of such messages may be made by any recipient, providing each copy is marked in accordance with subparagraph a, above.

c. Messages marked as above may be transmitted by any means, such as official mail, courier, etc., providing regulations governing the handling and transmission of classified correspondence are observed. They may also be reenciphered by any authorized War Department, joint, combined or Allied cryptographic system without necessity of paraphrasing.

d. If the information in such a message becomes unclassified, it may be released to nonmilitary agencies, Allied Governments or the general public without paraphrasing. The plain text which is released, however, must not contain information or references that would associate it with the plain or cryptographed text of any message not marked as indicated above.

e. All security regulations, including paraphrasing instructions, of AR 380-5 continue to apply to all classified messages not specifically marked as indicated in subparagraph 3 a, above.

4. SIGSALY and SIGTOT Conference Service: Reference Staff Memorandum 33, General Headquarters, United States Army Forces, Pacific, 26 April 1946, subject: "SIGSALY and SIGTOT Conference Service."

5. Staff Memorandums10, 3 and 28 dated 25 December 1945, 23 January 1946, and 23 April 1946 respectively are rescinded.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 248.4 (19 Jun 46)OCP

APO 500
19 June 1946

STAFF MEMORANDUM)
:
NO.....46)

CLASS E, D, N, & B ALLOTMENTS

1. Paragraphs 4 and 6a, Staff Memorandum 23, dated 6 April 1946, are amended to read as follows:

"4. Forms to be used:

a. Under the provisions of AR 35-5520, dated 11 March 1946, and War Department Civilian Personnel Circular 20, 1946, WD AGO Form 141 (1 July 1946) will be the only form used to effect or discontinue a Class 'E', 'D', and 'N' allotment for civilian employees. WD AGO Form 29-6 will be used to effect a Class 'B' allotment.

b. Civilian employees desiring to make allotments will apply in person to the Office of Civilian Personnel where the proper forms will be completed and appropriate distribution made.

*** *** ***

"6. Changes and Discontinuances:

a. Employees desiring to make changes in or discontinue Class 'E', 'D', or 'N' allotments of pay will apply in person to the Office of Civilian Personnel where the proper forms will be completed."

2. Paragraph 7 of Staff Memorandum 23, dated 6 April 1946 is rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY
Colonel, AGD,
Adjutant General.

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Govt Sec

Rec
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 210.455 (12 Jun 46)GA
STAFF MEMORANDUM)
:
NO.....45)

APO 500
12 June 1946

RETENTION OF KEY PERSONNEL SUBSEQUENT TO TRANSFER

1. Numerous requests have been made to the Fourth Replacement Depot to permit personnel to return to General Headquarters, Supreme Commander for the Allied Powers for further duty while awaiting transportation to the United States on readjustment. It is considered that the services of personnel who have been ordered to the Replacement Depot are no longer available to this headquarters. However, when an appreciable delay exists between time of reporting and Estimated Time of Departure (ETD) for the United States, it may be necessary to have the services of a limited number of key men in their former positions.

2. a. Requests for permission for officers to return to General Headquarters, Supreme Commander for the Allied Powers for duty will be prepared by the section concerned on a check note to the office of the Assistant Chief of Staff, G-1, for approval, and will contain the following information:

(1) Name, rank and serial number of the officer concerned.
(2) Position occupied and duties performed.
(3) Reasons necessitating the return to duty.

b. Approval will be granted only in exceptional cases.

3. No requests will be made for the return of enlisted men.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

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Govt Section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

1-B5

EXO File

AG 620 (11 Jun 46) GD

APO 500
11 June 1946

STAFF MEMORANDUM)
:
NO. . . . . 44)

ASSIGNMENT OF BILLETS AND DEPENDENT HOUSING

1. Effective immediately, the assignment of billets and dependent housing will be made to authorized personnel in the Tokyo Area as follows:

a. Military personnel (including Red Cross personnel) will be assigned billets or dependent housing by seniority.

b. Civilian personnel (both War Department employees and others), will be assigned billets or dependent housing according to amount of annual base pay and date of arrival overseas.

2. For assignment purposes, separate bidding lists will be maintained by the Headquarters Commandant for military and civilian personnel.

3. A proportionate share of billets and housing for dependents will be applied to the requirements of each list on the following basis:

a. Field grade officers; civilians annual base pay over $5,100.

b. Company grade officers; civilians annual base pay over $2,900.

c. Enlisted men; all other civilians.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY
Colonel, AGD
Adjutant General.

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Govt Sec

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 312.4 (10 Jun 46) AG-M

APO 500
10 June 1946

STAFF MEMORANDUM)
:
NO.....43)

ASSIGNMENT OF IDENTIFYING SYMBOLS

1. All publications, correspondence and messages will include an identifying office symbol of two or more letters.

2. Basic symbols are assigned as follows:

Supreme Commander	CC
Military Secretary	MS
Aide-de-Camp	ADC
Chief of Staff	CS
Deputy Chief of Staff	DCS
Secretary, General Staff	SGS
Assistant Chief of Staff, G-1	GA
Assistant Chief of Staff, G-2	GB
Assistant Chief of Staff, G-3	GC
Assistant Chief of Staff, G-4	GD
Adjutant General	AG
Public Relations Officer	PR
Diplomatic Section	DS
Civil Communications Section	CCS
Government Section	GS
Statistical and Reports Section	SRS
Public Health and Welfare Section	PH
Natural Resources Section	NR
General Procurement Agent	GPA
Civil Information and Education Section	CIE
Legal Section	LS
Economic and Scientific Section	ESS
Office of Civilian Personnel	CCP
International Prosecution Section	IPS
General Accounting Section	GCA
Civil Property Custodian	CPC

3. A staff section may assign additional letters to identify its subdivisions.

4. The appropriate office symbol of the originating office will be placed on:

a. Publications and basic correspondence: In the upper left-hand corner immediately after the file reference.

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(SM 43)

Example:

"GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 210.31 (15 May 46) GA APO 500
15 May 1946"

b. Indorsements: Immediately after the file reference.

Example:

"AG 210.31 (10 May 46) GA 1st Ind.

GENERAL HEADQUARTERS, SUPREME COMMANDER FOR THE ALLIED POWERS, APO 500
15 May 1946.

TO: Commanding General, Eighth Army, APO 343."

c. Outgoing signal messages (AFPAC AGO Form No 36): In the upper right-hand corner above the date. The office symbol will be separated by at least five (5) spaces from the initials of the officer originating the message in order to avoid confusing the two groups of letters. Example:

"GC WEC/rc".

d. Messageforms (WD AGO Form 11-168): In the box marked "Symbol" in the lower left-hand corner of the Messageform.

5. Staff Memorandums 15 and 29, dated 20 March 1946 and 1 May 1946 respectively, are rescinded.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Govt section

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 230.01 (10 Jun 46)OCP

APO 500
10 June 1946

STAFF MEMORANDUM)
:
NO.....42)

CIVILIAN PERSONNEL

1. Establishment of Positions:

a. Letter to staff sections, subject: "Civilian Personnel Standard Operating Procedure for General Headquarters, Supreme Commander for the Allied Powers", file AG 230 (20 Dec 45)OCP, 20 December 1945 outlines the procedure for authorization and establishment of civilian positions within General Headquarters, Supreme Commander for the Allied Powers.

b. Assistant Chief of Staff, G-1, has allotted positions to the various staff sections based on estimated needs. Grades of positions authorized were for the purpose of estimating the budget for General Headquarters, Supreme Commander for the Allied Powers, and did not authorize employment of personnel at these grades.

c. Positions can be established only as to grade and salary by submitting job descriptions to Office of Civilian Personnel for evaluation.

d. Offers of employment as to grade and salary will not be made until the proposed position has been established and grade and salary have been set by the Office of Civilian Personnel.

2. Proselyting of Employees:

a. Members of staff sections will not proselyte employees of other staff sections.

b. Offers for transfers or commitments to employ civilian personnel will not be made to any employee until employee has been referred to the staff section by Office of Civilian Personnel accompanied by a referral slip, WD Form 73, properly executed.

3. Qualification Requirements:

a. War Department Civilian Personnel Regulations No. 40 establishes qualification standards as to education and experience necessary for appointment or promotion to positions of the various grades and salaries.

#2

(SR - 42)

b. The qualification standards will be observed carefully so that positions will be filled by employees who are qualified and capable of performing the required duties and responsibilities.

c. Exceptions to the qualification standards will be approved by the Director, Office of Civilian Personnel only when completely justified by the employee's entire work experience, training and his demonstrated capacity to carry on effectively the duties and responsibilities of the position in question.

d. Promotions will be made in accordance with Civilian Personnel Policies and Regulations No. 6, General Headquarters, Supreme Commander for the Allied Powers, 12 March 1946.

4. In order to reduce turnover to the absolute minimum chiefs of sections will interview personally all civilian employees who submit resignations or requests for transfers from their sections. This interview will be used as a basis to determine cause and possible correction. Civilian personnel reporting to Office of Civilian Personnel for transfer or resignation without this interview will be returned for clearance.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

Govt Section
T-Gulp
Rec'd
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 334 (9 Jun 46)GB

APO 500
9 June 1946

STAFF MEMORANDUM)
:
NO.....41)

OFFICIAL RELATIONS AND CONTACTS
WITH FOREIGN MISSIONS

1. The following memorandum has been dispatched to the Chiefs of all Foreign Missions in Japan:

"GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 334 (9 Jun 46)GB

APO 500
9 June 1946

MEMORANDUM FOR: CHIEFS OF FOREIGN MISSIONS IN JAPAN.

SUBJECT : Official Relations and Contacts with the Imperial Japanese Government, with Staff Sections of GHQ, and with United States Occupational Forces.

1. All official business with the Imperial Japanese Government, with Staff Sections of GHQ, and with United States Occupational Forces will henceforth be conducted through either the Diplomatic Section or the Foreign Liaison Sub-section, G-2 Section, of this headquarters.

a. The Diplomatic Section has responsibility in diplomatic matters connected with SCAP and in Japanese Foreign Office relations with foreign governments.

b. The Foreign Liaison Sub-section, G-2 Section, has responsibility in all other matters.

2. Official business, whenever practicable, will be transacted in writing.

3. Members of the Allied Council for Japan will continue to submit their requests for information through the Secretary General thereof, who will use either the facilities of the Diplomatic Section or of the Foreign Liaison Sub-section, G-2 Section, as indicated.

FOR THE SUPREME COMMANDER:

s/ John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General."

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(SM-41)

2. The Diplomatic Section or G-2 Section will take appropriate action on all communications received from Foreign Missions.

3. No representative of a Foreign Mission will be received in a Staff Section of GHQ unless prior arrangements therefor have been made by the Diplomatic Section or G-2 Section.

4. No member of a group operating in Japan from a government other than the United States will be assigned, attached to, or authorized to work in any Staff Section of GHQ, except the International Prosecution Section, without the approval of the Chief of Staff in each case.

5. No matter received from a foreign agency will be disseminated in Japan without the approval of the Chief of Staff.

6. Information given to foreign agencies will be only that which is unclassified, has received complete staff action where appropriate, and has the concurrence for such release of all interested Staff Sections.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 319.25 (8 Jun 46)SRS

APO 500
8 June 1946

STAFF MEMORANDUM)
:
NO.....40)

MEMORANDUMS TO
IMPERIAL JAPANESE GOVERNMENT

1. Staff Memorandum 4, 25 January 1946, as amended by Staff Memorandums 18 and 30, is rescinded.

2. Memorandums to the Imperial Japanese Government are classified as follows:

a. Directives - memorandums containing matters of substance or establishing basic policies and instructions generally in amplification thereof.

b. Administrative directives - memorandums other than those in paragraph 2a above.

3. The Adjutant General will:

a. Assign consecutively and chronologically a SCAP Index Number (SCAPIN) to memorandums referred to in paragraph 2a and b above, using letter "A" as suffix to SCAPIN number to distinguish memorandums in paragraph 2b from those in paragraph 2a.

b. Distribute memorandums referred to in paragraph 2a above, as follows:

WARCOS
CINCPAC FLT
CG, 8th Army
(Attn: Mil Govt Sec)
CG, XXIV Corps
British Commonwealth
Sub Area, Tokyo
COMNAVJAP
UKLM
CO, 43d Weather Wing
ADVON, APO 710
Secretariat, Allied
Council for Japan
O of C-in-C
CS

DS
G-1
*G-2
G-3
G-4
Adjutant General
AG Executive Office
AG (AFPAC) Publications
AG Records Branch
PRO
Theater JA

*G-2 Russian Foreign L/O
G-2 Civil Intell
G-2 IC - G-2 WDI
G-2 CIS - G-2 WDIIC
Chinese L/O

CCS
GS
ESS
CIE
SRS
PH
GPA
LS
NRS
IPS
OGA
CPC
8th Army L/O

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(SM 40)

c. Distribute administrative memorandums referred to in paragraph 2b, as follows:

(1) As directed by initiating section on AG Records Branch file copy.

(2) A standard distribution to following:

WARCOS	DCS
CG, 8th Army	AG Records Branch
Initiating Section	SRS
	PRO

d. Furnish initiating sections thirty-five (35) copies of memorandums described in paragraph 2a and b.

4. The following procedure will govern the preparation and processing of memorandums to the Imperial Japanese Government.

a. Memorandums will be prepared in the form and as indicated in Inclosure 1.

b. All memorandums addressed to the Imperial Japanese Government will be forwarded to the Adjutant General for signature and dispatch and will consist of an original and two (2) carbon copies for the Imperial Japanese Government, a file copy for Records Branch, Adjutant General's Office, and a prepared stencil for effecting required distribution.

c. Memorandums calling for statistical reports will be forwarded to Statistical and Reports Section for clearance prior to issue.

5. The Statistical and Reports Section will prepare a monthly index of directives referred to in paragraph 2a and make the same distribution as for SCAP memorandums, paragraph 3b.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

1 Incl:
Sample of Memorandum to IJG 2

(SAMPLE)

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500
June 1946

AG 312.4
(SCAPIN - *

MEMORANDUM FOR: IMPERIAL JAPANESE GOVERNMENT.

THROUGH : Central Liaison Office, Tokyo.

SUBJECT : Preparation of Memorandums to Imperial Japanese Government.

1. The above letter heading will be used on all memorandums from this headquarters to the Imperial Japanese Government, forwarded over the signature of the Adjutant General. Memorandums from sections which are authorized to communicate directly with agencies of the Imperial Japanese Government may use other suitable headings.

2. a. The same style of paragraphing and subparagraphing, and the same margin widths as prescribed for military letters, will be used.

b. The AG file number and APO will be typed in by the initiating section. The date will not be indicated. The Adjutant General will type in the date, including that used in the file number; and will also type a SCAP index number in the space marked with an asterisk.

3. No statement directing acknowledgement of receipt of the memorandums will be made. Receipts for memorandums delivered to the Central Liaison Office, Tokyo, are on file in the Distribution Section, Adjutant General's Office.

4. The command line "FOR THE SUPREME COMMANDER" will be used in all cases signed by the Adjutant General.

FOR THE SUPREME COMMANDER:

INCLOSURE

(SAMPLE)

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 400.321 (7 Jun 46)GD

APO 500
7 June 1946

STAFF MEMORANDUM)
:
NO.....39)

SUPPLY PROCEDURE

	Section
Rescission	I
General	II
General and Special Staff Sections and Troop Units Organized under Theater Overhead Bulk Allotment	III
Troop Units Assigned or Attached to GHQ, AFPAC, organized under T/O&E, SLOE or T/E.	IV
Procurement from Japanese Sources	V

I. Rescission: Staff Memorandum 7, General Headquarters, Supreme Commander for the Allied Powers, 8 December 1945, is rescinded.

II. General: 1. All supplies and equipment, with the exception of Class I (subsistence) and Class III, required by General and Special Staff Sections, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific and troop units, detachments, and organizations assigned or attached to General Headquarters, United States Army Forces, Pacific will be requisitioned through the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific.

2. The procedure to be followed by staff sections and troop units in requisitioning supplies will be as follows:

a. All requests will be submitted in triplicate on War Department AGO Form No. 446 which will be complete and will indicate in detail basis for the issue. The necessity for increase over present quantity of items, for new items, or for changes in type of item will be indicated.

b. Expendable and non-expendable supplies will be requisitioned separately.

c. Staff Sections and troop units will submit requisitions in accordance with and on the schedule indicated in Memorandum 4, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, 7 June 1946.

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d. Requisitions, which the requisitioning agency desires to be processed as an emergency, will indicate the date delivery is required, the building and telephone number of the originating officer, and the basis for requesting special processing.

III. General and Special Staff Sections and Troop Units Organized under Theater Overhead Bulk Allotment.

1. Requisitions for equipment from General and Special Staff Sections, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific and troop units, detachments and organizations organized under Theater Overhead Bulk Allotment which are assigned or attached to General Headquarters, United States Army Forces, Pacific will include a statement that the items requested are included in the proposed T/A for the Section or troop unit, or in amendments thereto, as submitted to G-3. In this connection reference is made to General Headquarters, United States Army Forces, Pacific, letter AG 400.34 (1 Apr 46) GD, 1 April 1946, subject: "Issues Over and Above Authorized Allowances" (Inclosure 1) and General Headquarters, United States Army Forces, Pacific, radio ZX 34649 dated 3 May 1946 (Inclosure 2). Pending approval by the War Department of Theater Overhead Table of Allowances all requisitions require command approval.

a. Requisitions for equipment required for a period of less than ninety (90) days (temporary issue) will be approved or disapproved by the Headquarters Commandant after coordination with the General or Special Staff Sections concerned, and if approved, will be forwarded to the Adjutant General for signature and return to Headquarters Commandant.

b. Requisitions for equipment required for a period greater than ninety (90) days (permanent issue) will be forwarded by the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific to the Chief of the Technical Service (Special Staff Section) concerned with an appropriate recommendation.

(1) The Chief of the Technical Service (Special Staff Section) will, after ascertaining availability of the item requisitioned, either recommend approval of the requisition and forward to the Adjutant General through the Assistant Chief of Staff, G-4 or recommend disapproval with reasons therefor and forward to the Assistant Chief of Staff, G-4.

(2) Final action on above requisitions will be taken by the Assistant Chief of Staff, G-4 in coordination with the Assistant Chief of Staff, G-3.

(3) Approved requisitions will be forwarded to the Adjutant General for signature and return to Headquarters Commandant. Requisitions which are not approved will be returned to Headquarters Commandant by the Assistant Chief of Staff, G-4.

(SM 39)

IV. Troop Units Assigned or Attached to General Headquarters, United States Army Forces, Pacific, Organized Under T/O&E, SLOE or T/E:

1. Requisitions for supplies and equipment, required by troop units, detachments and organizations assigned or attached to General Headquarters, United States Army Forces, Pacific, which are within allowances authorized by a War Department approved T/O&E, SLOE, or T/E, will be submitted by such troops to appropriate Eighth Army supply agencies.

2. Requisitions for equipment in excess of authorized allowances require command approval. Such requisitions for equipment required for a period of less than ninety (90) days (temporary issue) will be submitted to the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific, who will approve or disapprove, after coordination with the General or Special Staff Section concerned, and forward to the Adjutant General, if approved, for signature and return to the Headquarters Commandant.

3. Requisitions for equipment in excess of authorized allowances required for a period greater than ninety (90) days (permanent issue) will be submitted to the Headquarters Commandant, General Headquarters, United States Army Forces, Pacific as indicated in paragraph 2a, letter AG 400.34 (1 Apr 46)GD, 1 April 1946, subject: "Issues Over and Above Authorized Allowances." Requisitions will be forwarded by Headquarters Commandant to the Chief of Technical Service (Special Staff Section) concerned and processed as indicated in paragraph 1b, Section III above.

V. Procurement from Japanese Sources: Supplies and equipment to be obtained from Japanese sources which are required by General and Special Staff Sections, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific and troop units, detachments and organizations, assigned or attached to General Headquarters, United States Army Forces, Pacific will be requisitioned as provided in General Headquarters, Supreme Commander for the Allied Powers, Circular 2, 15 May 1946, subject: "Procurement Regulations within Japan".

By command of General MacARTHUR:

PAUL J. MULLEN,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley

JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

2 Incls:
Ltr AG 400.34 (1 Apr 46)GD 3
Rad ZX 34649, 3 May 46

GENERAL HEADQUARTERS
UNITED STATES ARMY FORCES, PACIFIC

AG 400.34 (1 Apr 46)GD

APO 500
1 April 1946

SUBJECT: Issues Over and Above Authorized Allowances.

TO : Commanding General, Eighth Army, APO 343
Commanding General, Pacific Air Command, United States Army, APO 925.
Commanding General, United States Army Forces, Middle Pacific, APO 958.
Commanding General, United States Army Forces, Western Pacific, APO 707.
Commanding General, XXIV Corps, APO 235.

1. This letter supersedes letter, General Headquarters, United States Army Forces, Pacific, file AG 400.34 (24 Nov 45)GD, dated 31 December 1945, subject: "Issues Over and Above Authorized Allowances".

2. Complete responsibility and authority is delegated to the Commanding Generals, Eighth Army; United States Army Forces, Middle Pacific; United States Army Forces, Western Pacific; and XXIV Corps, for the following:

a. Issue of supplies and equipment (except Air Corps technical items) to meet temporary requirements, over and above authorized allowances, for a period not to exceed ninety (90) days to troops within their areas of logistic responsibility. At the expiration of this time, if the continued need for the equipment is clearly justified, an extension not to exceed ninety (90) days may be granted. No extensions for retention of equipment will be made after this second period, unless a request has been initiated and forwarded to this headquarters to obtain War Department authorization of such equipment by a Unit Special List of Equipment, or change thereto, in accordance with procedures of letter, General Headquarters, United States Army Forces, Pacific, file AG 475 (1 Apr 46)GC, dated 1 April 1946, subject: "Unit Special Lists of Equipment". When the need for items issued under above procedure no longer exists, they will be turned in to the appropriate supply depot.

b. Transfer of all supplies and equipment, subject to availability, to components of the United States Navy, United States Marine Corps, and United States Coast Guard, within the areas of their logistic responsibility, in accordance with War Department letter, file AG 400.225 (12 Feb 45)OB-S-D-SPOPP-M, subject: "Transfer of Supplies and Equipment between Army and Navy in Overseas Theaters", dated 1 March 1945.

3. The Commanding General, Pacific Air Command, United States Army is delegated complete responsibility and authority, for the issue of Air Corps technical supplies, as is outlined in paragraph 2a above. Air commands will submit requests for issues over and above authorized allowances, for other than Air Corps technical supplies, to the Commanding General of the major command having logistic responsibility for the area in which the Air Corps unit initiating the request is located.

Ltr, GHQ, AFPAC, file AG 400.34 (1 Apr 46)GD, dtd 1 Apr 46, subj: "Issues Over and Above Authorized Allowances." Cont'd:

4. Requests will not be made for temporary issues over and above authorized allowances where the need clearly indicates that a Unit Special List of Equipment is appropriate unless a statement is included therein that such a list has been submitted to obtain War Department approval.

5. The issues over and above authorized allowances will be made under the provisions of Army Regulations 310-60 and only from theater reserve stocks. It is desired that major commands continually study and review the need for any special issues made with a view to discontinuing such issues.

By command of General MacARTHUR:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

DISTRIBUTION:
C-in-C Pacific Ocean Areas
Commander Naval Activities Japan
CG, Air Transport Command, Pac Div
CG, Air Transport Command, SWP Wing
CG, 43d Weather Wing
CG, 7th Army Airways Communications System Wing
CO, Hq & Sv Gp

IN THE CLEAR OPERATIONAL PRIORITY 2 May 1946

FROM: CINCAFPAC GD SP-HHC/ /rja

TO : COMGEN EIGHTH ARMY (COURIER)
COMGEN PACUSA (ADMIN)
COMGEN AFMIDPAC
COMGEN AFWESPAC
COMGEN XXIV CORPS

INFO: CINCPAC/POA
COMNAVJAP
COMGEN ATC PAC
COMGEN ATC SWPW
COMGEN 43dWEATHER WING
COMGEN 7 AACS WING
COMGEN PACUSA (TOKYO)

Reference letter GHQ, AFPAC, AG 400.34 (1 Apr 46)GD, subject: "Issues Over and above Authorized Allowances." (ZX 34649) Authority granted to use proposed T/A for theater overhead bulk allotment personnel only, as submitted to CINCAFPAC, as basis of issue from theater stocks pending WD approval of the T/A. Provisions of paragraph 2 a, reference letter, apply to such personnel for temporary issues over and above proposed subject T/A. No extensions for retention of equipment will be made beyond 180 days unless a request has been initiated and forwarded to CINCAFPAC to obtain approval of a change to above proposed T/A. To CG AFWESPAC, this answers urad G 27168 GSDRR of 27 April 46. To CG Eighth Army this confirms telephone conversation of 27 April 46.

OFFICIAL: Approved by:

B. M. FITCH
Brigadier General, AGD
Adjutant General

R. C. L. GRAHAM
Brigadier General, G.S.C.,
Asst C/S, G-4

OPERATIONAL PRIORITY

IN THE CLEAR

Inclosure 2

Gen'l Sec (2)
2/1-KofPA
File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500
5 June 1946

STAFF MEMORANDUM)
:
NO.....38)

DISTRIBUTION OF SCAP REPORTS

1. All requests for the Monthly Summation of Non-Military Activities and for routine or special reports, made by individuals or organizations outside this theater direct to headquarters, to a staff section, or to any individual within a section of this headquarters, will be processed in accordance with the following procedure:

a. Requests addressed to headquarters or to a staff section, will be forwarded to the War Department, through channels, for consideration.

b. Requests received by individuals will be answered by the individuals concerned advising each inquirer that the Supreme Commander for the Allied Powers furnishes the report to the War Department which makes distribution outside this theater.

2. All requests for the Monthly Summation and for routine or special reports, made by individuals or organizations within this theater direct to headquarters, a staff section or to any individual within a section, will be forwarded to Statistical and Reports Section for necessary action.

By command of General MacARTHUR:

PAUL J. MUELLER
Major General, General Staff Corps
Chief of Staff

OFFICIAL:

B. M. FITCH
Brigadier General, AGD
Adjutant General

38

Court section

2 TPA

File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 091.1 (3 Jun 46)AG

APO 500
3 June 1946

STAFF MEMORANDUM)
:
NO.....37)

REMOVAL AND EXCLUSION OF
UNDESIRABLE PERSONNEL FROM PUBLIC OFFICE

So much of paragraph 2, Staff Memorandum 6, 5 February 1946 as reads "The Civil Intelligence Section" is amended to read "The Civil Intelligence Section, G-2".

By command of General MacARTHUR:

PAUL J. MUELLER
Major General, General Staff Corps
Chief of Staff

OFFICIAL:

B. M. FITCH
Brigadier General, AGD
Adjutant General

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DECLASSIFIED WITH PROVISIONS SEC. 3(E) AND 3(D) OR (E) NNCC 7 NR 79-012

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 014.1 (28 May 46)AG

APO 500
28 May 1946

STAFF MEMORANDUM)
:
NO.....36)

MILITARY GOVERNMENT IN THE RYUKYU ISLANDS

1. The Personnel Section (G-1) is charged with the formulation of policies, planning for and supervision of activities at this headquarters concerning the operation of Military Government in the Ryukyu Islands, south of 30° North latitude.

2. Special Staff Sections of SCAP will furnish expert technical advice and assistance to the Assistant Chief of Staff, G-1, on matters concerning the operation of Military Government in the Ryukyus as required.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 006 (20 May 46)AG

APO 500
20 May 1946

STAFF MEMORANDUM)
:
NO.....35)

LEGAL HOLIDAYS

1. The below-listed days will be considered legal holidays for military and War Department civilian personnel of this headquarters:

a. New Year's Day, 1 January.

b. Washington's Birthday, 22 February.

c. Memorial Day, 30 May.

d. Independence Day, 4 July.

e. Labor Day, first Monday in September.

f. Armistice Anniversary, 11 November.

g. Thanksgiving Day, fourth Thursday in November.

h. Christmas Day, 25 December.

2. The provisions of Staff Memorandum 24, General Headquarters, Supreme Commander for the Allied Powers, 8 April 1946, apply.

3. In accordance with paragraph 1, War Department Civilian Personnel Circular 100, 28 August 1945, subject: "Observance of and Payment for Legal Holidays", and Executive Order 9636 contained in Section II, War Department Bulletin 18, 9 October 1945, War Department Civilian employees will not, except in unusual circumstances, be required to work on the above-named days. However, such work as is performed will be paid for on an overtime basis.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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DECLASSIFIED
AUTHORITY NND 745012 PUBLIC LAW 105 SEC. 3(B) AND 3(D) OR (E) NNDA # NND 745012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 150 (17 May 46)CPC

APO 500
17 May 1946

STAFF MEMORANDUM)
:
NO.....34)

PROCESSING OF CLAIMS AGAINST THE
IMPERIAL JAPANESE GOVERNMENT OR ENEMY NATIONALS

The Civil Property Custodian will receive and file for future reference, all claims against the Imperial Japanese Government or enemy nationals in Japan. Such claims presently held by staff sections or subsequently received should be forwarded to the Civil Property Custodian.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD
Adjutant General.

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AUTHORITY FOR THIS DOCUMENT SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

300.6 File

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

STAFF MEMORANDUM)
:
NO . . . . . .33)

APO 500
16 May 1946

COPIES OF RADIOGRAMS TO THE COMMANDER-IN-CHIEF

A staff section responsible for taking action on an incoming radiogram which has indicated on it that an information copy has been furnished the Commander-in-Chief will insure that an information copy of all outgoing radiograms referring to it are furnished the Commander-in-Chief.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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DECLASSIFIED PER EXEC. ORDER 11652 SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 370.05 (12 May 46)GC

APO 500
12 May 1946

STAFF MEMORANDUM)
:
NO.....32)

MASS REPATRIATION

1. Staff Memorandum No. 21, this headquarters, 30 March 1946, is rescinded.

2. Memorandum to the Imperial Japanese Government, file AG 370.05 (7 May 46)GC, (SCAPIN-927), 7 May 1946, subject: "Repatriation", is a directive to the Imperial Japanese Government governing mass repatriation of Chinese, Formosans, Koreans and Ryukyuans in Japan to their homelands, and Japanese from the Western Pacific and the Asiatic mainland to Japan. All policy or procedure directives to the Imperial Japanese Government concerning mass repatriation will be published as amendments or additions to the above quoted memorandum.

3. Effective this date Staff Sections proposing to issue directives concerning such mass repatriation will submit them to G-3 who is charged, for this purpose, with responsibility for integration of policy revisions and coordination with other area commanders concerned.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDED FOR THE ALLIED POWERS

AG 130 (4 May 46)FD

APO 500
4 May 1946

STAFF MEMORANDUM)
:
NO..... 31)

FUNDING OPERATIONS

1. Effective 15 May 1946 the Chief, Economic and Scientific Section, assumes responsibility for the following:

a. Procurement of yen currencies for the use of Allied occupational forces, delegations and commissions in Japan, including maintenance of necessary accounts and records to indicate sources, available supply, control and disposition of such currencies.

b. Assuring that the Chief Finance Officer or authorized Finance Agent of each Allied occupational force, delegation or commission in Japan accounts to him for receipts and disbursements of yen currencies by their respective forces, delegations or commissions.

c. Receiving from the Fiscal Director, United States Army Forces, Pacific, all Japanese yen, Supplemental Military Type B yen presently held as cash on hand or in the bank, together with a complete accounting of receipts and disbursements up to the time of this transfer (15 May 1946).

2. The Fiscal Director, United States Army Forces, Pacific, is authorized to retain present accounts at the Bank of Japan, Tokyo, and Yokohama Specie Bank, Tokyo, and to have direct communication with these banks for the purpose of effecting transfer to and from United States Disbursing Officers.

3. The Chief, Economic and Scientific Section, is authorized to communicate directly with the Bank of Japan for the purpose of effecting transactions incident to the funding operation.

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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NOT RELEASABLE UNDER SEC. 3(B) AND 3(D) OR (E) NARA # 770012

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 319.25 (1 May 46)SRS

APO 500
1 May 1946

STAFF MEMORANDUM)
NO.....30)

COMPILATION OF MEMORANDUMS
TO IMPERIAL JAPANESE GOVERNMENT

Staff Memorandum Number 4, 24 January 1946, subject as above, is amended as follows:

Delete:

SCAJAP	O of Pol Adv	OMS
OCCIO	BCOF L/O	Chinese L/O

Add:

Diplomatic Section British Commonwealth Sub Area, Tokyo	Secretariat, Allied Council for Japan Eighth Army L/O

Paragraph 3 of inclosure to Staff Memorandum 4, 24 January 1946, is amended to read as follows:

"3. All memorandums addressed to the Imperial Japanese Government will be forwarded to the Adjutant General for distribution accompanied by a prepared stencil in order to effect required distribution. In addition, an original and two carbon copies will be furnished for dispatch to the Imperial Japanese Government, plus a file copy for Records Branch, Adjutant General's Office."

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 312.4 (1 May 46)AG

AFO 500
1 May 1946

STAFF MEMORANDUM)
:
NO.....29)

ASSIGNMENT OF IDENTIFYING SYMBOLS

Paragraph 1, Staff Memorandum No. 15, this headquarters, 20 March 1946, subject as above, is amended by the addition of the following:

Diplomatic Section.....DS

By command of General MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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AUTHORITY NND 710012 SEC. 3(E) AND 3(D) OR (E) NNCP # 710012

Post Sec

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 676.1 (23 Apr 46)CCS

APO 500
23 April 1946

STAFF MEMORANDUM)
:
NO.....28)

LONG DISTANCE TELEPHONE SERVICE

1. General: Pursuant to instructions contained in Memorandum for the Imperial Japanese Government (SCAPIN-773), file AG 311.3 (25 Feb 46)CCS, the Japanese Board of Communications has arranged to furnish long distance telephone service for Occupation Forces throughout Japan. The general plan for establishment, rendition and use of the service is outlined herein.

2. Purpose: The long distance service rendered by the Board of Communications is being provided to augment Signal facilities currently employed by the Occupation Forces, and to further extend telephone service to units which have not been served adequately heretofore by other means of communications.

3. Service for Official Use: Use of the Japanese long distance service will be limited to official business of Occupation Forces and accredited personnel, within the general provisions of paragraph 5, AR 105-30 pertaining to commercial telephone service, and the service will not be used for personal long distance calls.

4. Operating Practices: Service rendered over the domestic long distance facilities is ordinarily handled by Japanese speaking switchboard operators. Inasmuch as it is necessary that Occupation Forces calls be handled in English wherever possible, appropriate changes in operating procedures are being effected and uniform practices are being adopted. At certain of the smaller telephone exchanges it will not be practicable for the Board of Communications to provide English speaking operators, and when long distance calls are placed from these locations use should be made of interpreters. Detailed arrangements made with the Board include the following:

a. Occupation Forces toll calls will be handled as special urgent, and will be given priority over domestic calls.

b. The term "AF Call" (Allied Forces Call) has been selected to designate these long distance messages and to distinguish them from local or other long distance calls. Japanese operating personnel are being familiarized with this term, and use of it when placing calls, as well as in connection with directory and information services, will facilitate and expedite the handling of the messages.

c. Toll central office equipment is being modified and code numbers are being assigned to provide centralization of the long distance calls at switchboard positions operated to the extent practicable by English speaking operators. In placing an AF Call in Tokyo telephone number 249 should be dialed. In Osaka the appropriate number is 109. In all other dial exchanges

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AF Calls will be handled at positions reached by dialing number 9. In manual exchanges no special number should be called. In both dial and manual offices, upon reaching the operator, the calling party should identify the call as an AF Call, and furnish the operator with his local telephone number, the name of the distant point, and the called number.

d. All calls will be handled on a station-to-station basis and will be completed while the calling party remains on the line whenever connection to the called telephone can be made promptly. In the event an undue delay is involved, the calling party will be asked to hang up and will be called by the operator as soon as the connection can be established.

5. Long Distance Directory: The Commanding General, Eighth Army, has been designated to prepare and maintain, and make general distribution of, a toll telephone directory to facilitate use of the long distance service. The directory will include all necessary detailed instructions for placement of calls, as well as the name and telephone number of each Occupation Forces unit having access to the service. All units are enjoined to report promptly to the Commanding General, Eighth Army, desired listings and changes in listings necessary to keep the information published in the directory current.

6. Establishment of the Service: Present plans provide for establishment of the long distance service at Tokyo and Yokohama immediately and extension of the service, with the objective of making it available from all other exchanges serving Occupation Forces units by 1 July 1946. The Board of Communications has been directed to instruct its field representatives to inform promptly local Signal Offices when the service becomes available at a particular telephone exchange. Accordingly, local Signal Officers should maintain close liaison with the Japanese representatives in order to coordinate establishment of the service in their areas.

7. Statements of Service Rendered: Accounting for the long distance calls placed over the Japanese telephone facilities will be in accordance with current procurement directives. The Board of Communications has been instructed to retain the individual toll tickets at the exchanges where the calls originate and to furnish monthly itemized toll statements to designated Military Government units through local Japanese Government Liaison Offices.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. Fitch

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NNDG # 775012

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 319.1 (10 Apr 46)CPC

APO 500
10 April 1946

STAFF MEMORANDUM)
:
NO.....27)

File

REPORTS ON UNITED NATIONS NATIONALS, AXIS, LOOTED, AND MISCELLANEOUS TYPES OF PROPERTY

1. General Orders Number 10, General Headquarters, Supreme Commander for the Allied Powers, dated 8 March 1946, establishes the Office of the Civil Property Custodian.

2. In order to centralize all information and data concerning the control or custody and disposition of the various properties, tangible and intangible, over which the Supreme Commander for the Allied Powers is directed to exercise authority, it is desired that all staff sections of this headquarters, submit a report to the Civil Property Custodian, containing all data available to them on properties in the following classifications:

a. Properties in Japan belonging to United Nations Nationals as of 7 December 1941.

b. Properties in Japan owned by Neutral Nations, Nations whose status has changed as a result of the war, and their nationals.

c. Properties in Japan which have been the subject of transfer under duress.

d. Properties in Japan which were looted in territories formerly occupied by the Japanese Armed Forces, and brought to Japan.

e. Property in Japan that has been abandoned.

f. Property in Japan belonging to enery nations and their nationals, other than Japan.

g. Properties in Japan of owners named in specific directives issued by General Headquarters, Supreme Commander for the Allied Powers concerning:

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DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NNDG # 775012

STAFF MEMORANDUM NUMBER 27 (Contd)

(1) Undesirable persons
(2) Undesirable organizations
(3) Organizations to be dissolved
(4) Arrested persons

3. In cases where a particular section is required to retain the original records, copies of such data will be furnished Civil Property Custodian.

4. The initial report will be submitted by 25 April 1946. In the future, whenever property under the above categories comes to the attention of any section, a report will be furnished immediately to Civil Property Custodian.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

DECLASSIFIED AUTH: SCAP SEC. 3(E) AND 3(D) OR (E) NNDB # 710012

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 200.2 (8 Apr 46)OCP

APO 500
8 April 1946

STAFF MEMORANDUM)
:
NO.....26)

UNIFORM AUTHORIZATION CARD
FOR CIVILIAN EMPLOYEES

1. Civilian personnel authorized to wear the United States Army uniform in accordance with Circular No. 16, General Headquarters, United States Army Forces, Pacific, 10 March 1946, will be required to carry with them when in uniform a Uniform Authorization Card, Form CP 110.

2. Civilian employees concerned will apply in person for Form CP 110 not later than 15 April 1946, to Employee Relations Division, Office of Civilian Personnel.

3. After 15 April 1946, Military Police will report civilian employees who are wearing the uniform and do not possess an authorization card to the Director of Civilian Personnel for appropriate disciplinary action.

4. Civilian employees will familiarize themselves with the provisions of CFPR No. 128, 14 January 1946, subject: "Prescribed Clothing Regulations for Civilians Accompanying U. S. Army Forces in Japan and Korea," a copy of which is permanently posted in all billets. This regulation prescribes the correct manner of dress while wearing the articles of uniform.

5. The provisions of this memorandum will be brought to the attention of all civilian employees on duty at General Headquarters, Supreme Commander for the Allied Powers, and General Headquarters, United States Army Forces, Pacific.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500
8 April 1946

AG 230.74 (8 Apr 46)OCP

STAFF MEMORANDUM)
:
NO.....25)

DISCIPLINE OF CIVILIAN PERSONNEL

1. Attention of all civilian personnel on duty at General Headquarters is directed to the fact that Military Law prevails in the area of occupation and that civilian employees, as well as military personnel, are subject thereto.

2. The Military Police are charged with the responsibility of maintaining law and order and are empowered to arrest civilians for violations of the Articles of War.

3. The contents of this memorandum will be brought to the attention of all civilian employees on duty at General Headquarters, and a copy will be posted permanently in all GHQ billets housing civilian employees.

By command of General MacARTHUR:

RICHARD J. MARSHALL
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500
8 April 1946

STAFF MEMORANDUM)
:
NO.....24)

OFFICE HOURS

1. Except for those divisions within staff sections which are on a twenty-four hour working basis, the following will be the normal hours for this headquarters:

a. Daily except Saturdays, Sundays and holidays
0800-1200 and 1300-1700

b. Saturdays
0800-1200

2. All sections will maintain a reduced office force for the transaction of emergency business on Saturday afternoons, Sundays and holidays. Those personnel serving on Sundays will be granted one full day off during the week, military duties permitting.

By command of General MacARTHUR:

RICHARD J. MARSHALL,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

B. M. FITCH,
Brigadier General, AGD,
Adjutant General.

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

AG 248.4 (6 Apr 46)OCP

APO 500
6 April 1946

STAFF MEMORANDUM)
:
NO.....23)

CLASS E, D, N, & B ALLOTMENTS

1. AR 35-5520, 11 March 1946, authorizes certain civilian employees of the War Department, during such time as they may be assigned for duty outside the continental limits of the United States, to make allotments from their pay for the support of families or relatives, for their own savings, insurance, United States Savings Bonds, and for other similar purposes. Only those civilians who are permanently stationed overseas are eligible to make allotments. For this purpose, an asignment overseas of indefinite duration or one which may be expected to exceed 6 months will be considered as a "permanent" overseas assignment.

2. The following types of allotments may be made:

a. Class "E". A Class "E" allotment is one made to an individual, a fiduciary, a banking institution, or to a commercial life insurer. These are defined as follows:

(1) An individual, for the support of the alloter's family, dependent relative, or divorced wife.

(2) A fiduciary (person or institution acting in a capacity of trust or confidence) for the support of the allotter's family, dependent relative, or divorced wife, or for contribution to a retirement fund.

(3) A banking institution in any country where payment in United States currency is not blocked, for the support of the allotter's family, dependent relatives, divorced wife, or for savings, including a checking account, provided the allotter has made satisfactory arrangements with the bank for acceptance of the allotment.

(4) A commercial life insurer for the payment of premiums for insurance on the life of the allotter, or for repayment of loans or interest

thereon. All payments to an insurer will be made to the home office of the institution issuing the insurance.

(5) Federal savings and loan associations, and State building and loan associations.

b. Class "D" and Class "N". Civilian employees of the War Department who have National Service life insurance or United States Government life insurance may make class "D" or "N" allotments to pay for such insurance, during such time as they may be permanently assigned for duty outside the continental limits of the United States.

c. Class "B". Since Class "A" Pay Reservations are not in effect in this area, civilian personnel of the War Department are authorized to purchase United States Savings Bonds (War Savings Bonds) of Series E, F and G, through Class "B" allotments of pay. Monthly deductions for bond purchases will not be made for less than the actual price of the bond denomination desired. The bonds will be issued by the Army War Bond Office, Chicago, Illinois. Bonds may be registered as follows:

(1) Series E bonds may be registered only in the names of individuals as owner, co-owner or beneficiary.

(2) Series F and G bonds may be registered in the name of any person as owner, co-owner, or beneficiary, and where desired, in the name of a fiduciary, corporation, association, or partnership, except they may not be registered in the name of a commercial bank.

3. Pay which may be alloted. An eligible civilian employee may allot any amount not in excess of his basic salary (includes 25% differential, but not overtime), less Federal withholding tax, if applicable, retirement, subsistence, quarters and other authorized deductions. Per diem and other allowances may not be alloted. In executing the authorization for the allotment, care will be exercised to assure that the amount specified does not exceed the employee's net monthly salary payment, overtime excluded.

*4. Forms to be used. *see Staff memo No. 46*

a. Under the provisions of AR 35-5520, 11 March 1946, and War Department Civilian Personnel Circular No. 20, 1946, WD AGO Form 141 (1 July 1945) will be the only form used to effect or discontinue class "E", "D" and "N" allotments for civilian employees. This form will be completed and forwarded in quadru-

plicate to the Office of Civilian Personnel, GHQ, SCAP, APO 500, for audit and signature of certifying officer. The original will be forwarded to the appropriate office, duplicate placed in employee's 201 File, triplicate in employee's payroll file and quadruplicate returned to employee for his records or for transmittal to allotee.

b. To authorize a Class "B" allotment, WD AGO Form 29-6 will be executed and forwarded in triplicate to the Office of Civilian Personnel, GHQ, SCAP, APO 500, for necessary action . Original will be placed in employee's 201 file, duplicate in employee's payroll file and triplicate returned to employee for his records.

5. Effective date of Class "E" Allotments. Ordinarily, Class "E" allotments are effective the first of the month following that in which the authorization form is executed. Because of the distance of this headquarters from the Office of Dependency Benefits and the uncertainty of air mail deliveries, authorizations will be forwarded so as to reach OCP by the 10th of the month preceding the date the allotment is to be effective. For example an authorization to become effective 1 May 1946 must reach OCP not later than 10 April 1946 to allow sufficient time for processing and transmittal to the Office of Dependency Benefits.

6. Changes and Discontinuances. See staff Memo No. 46

*a. Changes in Class "E", "D" or "N" allotments of pay, including changes in allotter's name, allottee, allottee's address, monthly amounts, etc., will be made by discontinuing the old allotment and authorizing a new allotment on WD AGO Form 141. Discontinuances will be accomplished by the proper completion of WD AGO Form 141 in quadruplicate which will be forwarded to the Office of Civilian Personnel, GHQ, SCAP, not later than the 1st of the month preceding the date the cancellation is to be effective.

b. When a Class "B" allotment is to be changed or discontinued WD AGO Form No. 29-6 will be executed in accordance with provisions of par. 6a above, except that form will be executed in triplicate.

c. It will be noted that when a person is AWOL for 15 days, an allotment will be discontinued by the personnel officer.

d. Employees should use extreme care in preparing the original allotment authorizations as frequent changes will result in delay in the delivery of checks to the allottee and issuance of bonds.